

Email Policy

Effective Date: 03/01/2009
Last Revised: 07/16/2015
Last Reviewed: 04/07/2017

Audience

Faculty, Staff

Policy

When email goes out from MBI the general public will tend to view that message as an official policy statement from MBI.

This policy covers appropriate use of any email sent from a MBI email address and applies to all employees, vendors, and agents operating on behalf of MBI.

The MBI email system shall not to be used for the creation or distribution of any disruptive or offensive messages. Employees who receive any emails with disruptive or offensive content from any MBI employee should report the matter to their supervisor immediately.

Using a reasonable amount of MBI resources for personal emails is acceptable, but non-work related email shall be saved in a separate folder from work related email. Sending chain letters or joke emails from a MBI email account is prohibited. Virus or other malware warnings and mass mailings from MBI shall be approved by the Vice President, Information Technology Services before sending. These restrictions also apply to the forwarding of mail received by a MBI employee.

A MBI email account shall not be forwarded to another non-MBI email account unless approved by the Vice President, Information Technology Services.

MBI employees shall have no expectation of privacy in anything they store, send or receive on the company's email system. MBI may monitor messages without prior notice. MBI is not obliged to monitor email messages.

Any employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment.

Any employee may access their Moody email using their personal computer or mobile device (smart phone, PDA, etc.) that is certified to use ActiveSync. ActiveSync is currently certified to be used with Mobile Windows OS and iPhone 3G and 3GS. With the use of the Exchange 2007 mail server and ActiveSync, the data on a device can be deleted remotely in the case of it being lost or stolen.

In the event that a smart phone or PDA is lost or stolen, Information Technology Services should be informed so that the MBI email, contacts and calendar items on the device can be deleted from the device to insure privacy and security of the data.

All other devices will not be approved for use with MBI corporate email unless approved by the Vice President, Information Technology Services. As of the effective date of this

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policy all users currently using unsupported devices will be allowed to continue to access their corporate email with their current device.

The clients that are certified and supported by MBI are MacMail, Entourage or MS Outlook.

Definitions

Email - the electronic transmission of information through a mail protocol such as SMTP or IMAP.

Forwarded email - email resent from an internal network to an outside point.

Chain email or letter - email sent to successive people. Typically the body of the note has direction to send out multiple copies of the note and promises good luck or money if the direction is followed.

Sensitive information - information is considered sensitive if it can be damaging to MBI or its customers' reputation or market standing.

Virus warning - email containing warnings about virus or malware. The overwhelming majority of these emails turn out to be a hoax and contain bogus information usually intent only on frightening or misleading users.

Unauthorized disclosure - the intentional or unintentional revealing of restricted information to people, both inside and outside MBI, who do not have a need to know that information.

Procedures

n/a

Documents

n/a

Contacts

If you have questions or concerns about the execution of this policy, you may contact the Information Technology Services Support Center at 312.329.4067 or ITS@moody.edu for assistance.

If you have questions about the policy, you may email ITSpolicy@moody.edu for assistance.

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