

**Title:** Electronics Communications Policy

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**Submitted by:**

**Approved by (if relevant):** President's Office

**Public or Login required:**

### **Electronic Communications**

#### *POLICIES PERTAINING TO ELECTRONIC COMMUNICATIONS*

#### **Electronic Mail and Other Network Resources**

1. Golden Gate University provides many computing and network resources for use by students, faculty, staff, and other persons affiliated with the University. Members of the GGU community are encouraged to use these resources to facilitate the efficient exchange of information and to enhance the learning and working environments we all share. GGU encourages the appropriate use of electronic resources to enhance productivity and to further education, research, public service, and the free exchange of ideas and points of view. Access to e-mail and other network resources is a privilege granted by the University, and certain responsibilities accompany that privilege. Users of these resources are expected to be ethical and responsible in their use.
2. Messages sent as electronic mail should meet the same standards for distribution or display as tangible documents. Identify yourself clearly and accurately in all communications. Concealing or misrepresenting your name or affiliation to disassociate yourself from responsibility for your actions is never appropriate. Alteration of the source of e-mail or message postings is unethical and may be illegal.
3. Privacy can and should be a serious concern in electronic communications. All electronic files belong to somebody. Files should be considered as private and confidential unless the owner has explicitly made them available to others. Users of e-mail, in particular, should be aware that their messages can be edited and shared with others without their permission. Good judgment dictates the creation of electronic documents, whether in e-mail or other formats, with the idea that they may become available to the public.
4. Abusive, threatening, demeaning, or harassing materials are never appropriate, regardless of the format of transmission. Debate on controversial issues is inevitable and essential in an academic community and ought to be conducted in ways that advance the cause of learning and mutual understanding.

5. Promoting the efficient use of network resources is everyone's responsibility. Please refrain from engaging in any use that interferes with the work of others or disrupts the intended use of network resources. We should all especially avoid wasteful and disruptive practices, such as sending chain letters and messages or other unwanted material.
6. E-mail and other network resources may not be used for commercial purposes or personal financial gain. This does not prohibit the posting of classified ads to bulletin boards where such postings are permitted.
7. The same standards of conduct expected of students, faculty, and staff regarding the use of telephones, fax machines, mail services, libraries, and other institutional resources apply to the use of e-mail and other network utilities. You are expected to abide by the security restrictions on all systems and information to which you have access. Conduct which involves the use of the University's electronic resources to violate a University policy or regulation, or to violate another's rights, is a serious abuse and may limit your privileges and lead to appropriate disciplinary action. When appropriate, the University's established mechanisms for investigating and disciplining abuses of University policies will be applied.

### **The World Wide Web (WWW)**

1. The Golden Gate University World Wide Web site is an official publication of Golden Gate University. The purpose of the Web site is to provide information about GGU worldwide; to encourage inter-campus and intra-university communication; to foster scholarly and research communication with other academic communities; to enhance the University's image, marketing and promotion, and to encourage enrollment growth; to support instruction, research, and creative work; to provide useful services and access to alumni, friends, and supporters of the University.
2. The GGU Web site is maintained by the Webmaster housed in the ETS Department.
3. Management, responsibility centers, faculty and staff members, recognized student organizations, the Board of Trustees and other advisory bodies, and University program partners and contractors may all have Web pages linked to the GGU Web site, in accordance with the University's Web Page Procedure.
4. University Web material which is out-of-date or in conflict with Golden Gate University policies shall be removed from the server by the Webmaster.
5. No materials that contain advertisements for commercial products or enterprises may be posted without prior approval.
6. State and Federal laws and University policies and procedures apply to the GGU Web site.

7. Persons who develop material specifically for the Web site automatically shall be considered to have granted permission for the University to use that material on-line without attribution or legal obligation. Copyright permission for the reproduction of text, photographs, illustrations, and other graphic images must be provided to the Webmaster, and all copyrighted material must contain appropriate copyright symbols.