



Policy Name	Policy on Electronic Mail Communication		
Department	Administration	Approval Authority	Rector
Date of Implementation	21/07/2020	Date of last Revision	05/10/2023 - V02

1. Introduction of Policy

MI College encourages the use of electronic mail communications to share information and knowledge in support of the college's mission of education, research, and public resources and to conduct the college's day to day procedures. To this end, the college supports and provides interactive electronic communications resources and facilities for telecommunications, mail, publishing, and broadcasting. Recognizing the convergence of technologies based on voice, video, and data networks, this policy establishes an overall policy framework for electronic mail communications.

2. Scope

This policy applies to:

- a) All electronic mail communications resources owned or managed by the college
- b) All electronic mail communications resources provided by the college through contracts and other agreements with the college;
- c) All college electronic mail communications records are in the possession of college employees or other users of electronic communications resources provided by the college.
- d) This policy applies to the contents of electronic mail communications and to the electronic attachments and transactional information associated with such communications.
- e) This policy applies only to electronic mail communications records in electronic form.

3. Purpose

The Electronic Mail Communications Policy is designed to:

- a) Establish policies on privacy, confidentiality, and security in electronic communications;
- b) Ensure that college electronic mail communications resources are used for purposes appropriate to the college's mission;
- c) Inform the college community about the applicability of related laws and college policies to electronic mail communications;
- d) Ensure that electronic mail communications resources are used in compliance with those laws and college policies; and
- e) Prevent disruptions to and misuse of college electronic mail communications resources, services, and activities.



4. Protocols

a) Assignment of email addresses

- i. All the staff are assigned a Google Workspace email under MI College domain, with a username and password, upon hire by MI College, after being added to the Human Resource System. These emails will have access to Google Applications as per the accessibility options provided from the College.
- ii. Access to email is available directly through signing in to Google Account, through Google Home Page or through Google Apps. The official MI College email address format is:
username@micollege.edu.mv
- iii. Once a new recruitment is done by the Human Resources, HR Department will inform the IT Department, with the following details, to the IT Department to create emails:
 - Full Name:
 - Contact Number:
 - Personal Email Address:
 - National ID Card number (for locals), Passport Number (for expatriates).
- iv. Electronic mail addresses created by college shall be professional, and include the full name in most cases. E.g.,
Full name: Ahmed Mohamed
Electronic mail address: ahmed.mohamed@micollege.edu.mv
- v. If for any reason, a staff is no longer an employee of the College, HR department shall inform the IT department in writing to deactivate the email account. College has the right to reactivate the deactivated account, in order to retrieve necessary data, in a responsible manner.
- vi. All emails of staff shall be created under the main domain of College.

b) Email forwarding

- i. Staff who forward their official MI College email to another email address (e.g., username@gmail.com) do so at their own risk. MI College cannot be held accountable or ensure the delivery of its official communications by external service providers.
- ii. Forwarding email does not relieve the receiver from the responsibilities associated with electronic communications sent to their official MI College email address. It cannot be stressed more strongly that Staffs MUST use their college provided email address while they are associated with the College.

c) Responsible use of email



- i. All use of email will be consistent with other MI College policies and local, state and federal law, including the MI College Policy on the Responsible Use of Information Technology.
- ii. Email is a tool provided by the College to complement traditional methods of communications and to improve education and administrative efficiency.
- iii. All email users have a responsibility to use this resource in an efficient, effective, ethical and lawful manner. Use of the college's e-mail system is confirmation that the user agrees to be bound by this policy.
- iv. Violations of the policy may result in restriction of access to the College's email system and/or other appropriate disciplinary action.
- v. Staff shall be careful not to register or synchronize the data in personal electronic gadgets with the MIC email account, to maintain privacy of personal data.
- vi. Email Accounts from the College shall be used for official communications and not for personal reasons.
- vii. Always check for the correct list of recipients in the sections of TO, CC and BCC. Check for correct attachments and appropriate subjects for mails.

d) Unacceptable E-Mail Use

The following uses of email are considered inappropriate and unacceptable by Central College:

- i. Harassing or hate mail; any mail sent to individuals that is abusive, threatening, or discriminatory toward others
- ii. Initiating or retransmitting viruses, worms, virus hoaxes or any harmful software
- iii. Chain mail that misuses or disrupts resources; E-mail sent repeatedly from user to user, with requests to send to others.
- iv. Sending large quantities of email to an individual's mailbox (e.g., email "spamming") which has the effect of interfering with or causing impairment to that individual's activities
- v. Posting or sending personal, sensitive or confidential information about another person, including medical information about an employee, via any form of electronic communication
- vi. False identification; any messages that misrepresent or fail to accurately identify the true originator
- vii. Any message that violates a policy of the College.
- viii. Any attempt to manipulate important MIC files, folders, documents, or any electric form of communication, either in local drive, local server or cloud server.



e) Back-up

- i. Electronic mail communications automatically backed up in Google Cloud Server.
- ii. Email Accounts that are not supposed to be active will be deactivated by the IT department, and the data will be archived automatically in Google server.

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