Policy Name:	Policy on Electronic (E-Mail) Communication		
Department	Admission	**Approval Authority**	Rector
Date of Implementation	21/07/2020	**Date of last Revision**	21/07/2020- V01

1. **Introduction of Policy**

   MI College encourages the use of electronic 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 communications.

2. **Scope**

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

3. **Purpose**

   The Electronic Communications Policy is designed to:

   a. Establish policy on privacy, confidentiality, and security in electronic communications;
   b. Ensure that College electronic 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 communications;
   d. Ensure that electronic communications resources are used in compliance with those laws and College policies; and
   e. Prevent disruptions to and misuse of College electronic communications resources, services, and activities.

4. **Protocols**

a. **Assignment of email addresses**
   i. All the staff are assigned a Webmail/Microsoft Outlook username and password upon hire by MI College, after being added to the Human Resource System.
   ii. Access to email is provided directly or indirectly through the Webmail Access through web browser or Outlook on a Windows desktop (on campus). The official MI College email address is: username@micollege.edu.mv

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.

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.

e. **Back-up**

    i.   Electronic communications are normally backed up, if at all, only to assure system integrity and reliability, not to provide for future retrieval, although back-ups may incidentally at time serve the latter purpose.

5. **Reference**
6. **Appendix**

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