OLD DOMINION UNIVERSITY
University Policy

Policy # 3506
ELECTRONIC COMMUNICATION POLICY FOR OFFICIAL UNIVERSITY BUSINESS

Responsible Oversight Executive: Vice President for Administration and Finance
Date of Current Revision or Creation: March 15, 2017

A. PURPOSE

The purpose of this policy is to address the use of official University electronic messaging systems and the resulting responsibilities of faculty, staff, and students.

B. AUTHORITY

Code of Virginia Section 23.1-1301, as amended, grants authority to the Board of Visitors to make rules and policies concerning the institution. Section 6.01(a)(6) of the Board of Visitors Bylaws grants authority to the President to implement the policies and procedures of the Board relating to University operations.

C. DEFINITIONS

Electronic Communication - Any message, image, form, attachment, data, or other communication sent, received, or stored within an electronic messaging system.

Information Technology Resources - Defined as, but are not limited to, computers, telecommunication equipment, networks, automated data processing, databases, the Internet, printing, management information systems, and related information, equipment, goods, and services.

Official Email Account - An email account issued by Old Dominion University that ends in the domain name **@odu.edu**, and is the official electronic account used to conduct University business.

D. SCOPE

This policy applies to all employees, students, employees of affiliated organizations and guests, volunteers and researchers who are provided official email accounts, and governs all information technology resources associated with electronic messaging whether owned by or operated for University business through contractual arrangements. Employees include all staff, administrators, faculty, full- or part-time, and classified or non-classified persons who are paid by the University. Students include all persons admitted to the University who have not completed a program of study for which they were enrolled; student status continues whether or not the University's programs are in session. Affiliated organizations are separate entities that exist for

the benefit of the University and include the Foundations, the Community Development Corporation, and the Alumni Association. Visitors include vendors and their employees, parents of students, volunteers, guests, uninvited guests and all other persons located on property owned, leased, or otherwise controlled by the University.

E. POLICY STATEMENT

Electronic messaging systems and communication services are provided by Old Dominion University for the purpose of enhancing productivity and maintaining effective communication.

Old Dominion University employees, students, employees of affiliated organizations, and guests, volunteers and researchers who are provided official email accounts must activate and maintain regular access to these accounts. These accounts must be used to send and receive electronic communications related to official University business.

Failure to access the email account will not exempt individuals from their responsibility of being aware of and meeting requirements and responsibilities included in electronic communications.

Message content is the sole responsibility of the individual sending the message and users must adhere to University Policy 3500, Use of Computing Resources, and Information Technology Standard 09.1.0, Acceptable Use Standard. Users are also encouraged to practice generally accepted online etiquette.

Instructors retain the discretion of establishing class expectations for email and other electronic messaging communication as a part of the course requirements.

Alternative messaging services should be arranged in cases where users' access to information technology resources is limited or unavailable.

F. PROCEDURES

Email activation is completed by retrieving a password for the messaging system upon employment or upon registration at the University. Users are required to acknowledge their agreement with Information Technology Standard 09.1.0, Acceptable Use Standard.

MIDAS ID Information
Student Email Information
Faculty Staff Email Information
Mobile Email Information

G. RECORDS RETENTION

Applicable records must be retained and then destroyed in accordance with the Commonwealth's Records Retention Schedules.

H. RESPONSIBLE OFFICER

Chief Information Officer

I. RELATED INFORMATION

Information Technology Standard 04.2.0 - Account Management Standard
Information Technology Standard 06.2.0 - Email Retention Standard
Information Technology Standard 10.1.0 - Disciplinary Action Standard
Information Technology Standard 11.2.0 - Student Email Standard
Information Technology Standard 11.4.0 - Electronic Mass Mailing Standard
Information Technology Standard 11.5.0 - University Announcements Standard
Information Technology Security Program
Safe Computing Practices Website

POLICY HISTORY

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Policy Formulation Committee (PFC) & Responsible Officer Approval to Proceed:

/s/ Rusty Waterfield   March 9, 2017
Responsible Officer   Date

Policy Review Committee (PRC) Approval to Proceed:

/s/ Donna W. Meeks   January 24, 2017
Chair, Policy Review Committee (PRC)   Date

Executive Policy Review Committee (EPRC) Approval to Proceed:

/s/ David F. Harnage   March 10, 2017
Responsible Oversight Executive   Date

University Counsel Approval to Proceed:

/s/ R. Earl Nance   March 14, 2017
University Counsel   Date

Presidential Approval:

/s/ John R. Broderick   March 15, 2017
President   Date

Policy Revision Dates: October 1, 2007; April 26, 2011; March 15, 2017

Scheduled Review Date: March 15, 2021