



COLLEGE OF THE NORTH ATLANTIC

OPERATIONAL POLICY

TOPIC: ELECTRONIC MAIL (E-MAIL) AND INTERNET USAGE

Policy No.	IS-502	Division	Information Systems
Related Policy	IS-505 & IS-506	Board Policy Ref.	GP-GR-807, GP-GR-803, GP-A-104 & GP-RR-904
Related Procedure	IS-502-PR	Effective Date:	November 4, 2016 (R1)

1. PURPOSE AND SCOPE

The purpose of this policy is to set forth both appropriate use and limits when using e-mail for College business or when using College-owned and operated computing equipment.

This policy applies to the use of e-mail and internet resources for College business, on or off Campus and is for any use of e-mail and internet resources on campus by any member of the community acting in the name of College of the North Atlantic, or identifying themselves as such. This policy applies to all members of the College including but not limited to students, employees, Board members and contractors when engaged in College business. This policy also applies to third parties using College e-mail facilities with the College's permission.

The College recognizes that principles of academic freedom and shared governance, freedom of speech and privacy of information hold important implications for e-mail and e-mail services. The College provides e-mail privacy protections comparable to that which it traditionally affords traditional paper-mail communications.

Computer use is limited by license agreements governing software, documents and electronic media of all kinds and formal agreements with external providers of Information and Technology (IT) services.

2. POLICY

It is the policy of the College that in support of its mission of instruction, research and public service, the College shall employ e-mail services and, where appropriate, the internet to share information and improve communication. Users of the College e-mail system are obliged to use this communication tool in a responsible, effective and lawful manner.

This policy and its accompanying procedure, is to be interpreted in accordance with the *Access to Information and Protection of Privacy Act, 2015*. In the event of a discrepancy between this policy and the Act, the Act shall prevail.

3. PROCEDURE

The Vice President Corporate Services and Chief Operating Officer shall ensure that procedures are developed and implemented in accordance with this policy.

Approval History	
Approved by President	June 6, 2007
Revision 1	November 4, 2016