

CAMPUS POLICY DIRECTIVE

MARITIME EMAIL POLICY

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1. OVERVIEW

The policy defines and explains expectations and responsibilities for all users of SUNY Maritime administered email services, including students, faculty, staff, volunteers, affiliates, retirees, and alumni of SUNY Maritime College.

2. PURPOSE

Users are expected to act with honesty, integrity, and respect for the rights, privileges, and privacy of the College community. SUNY Maritime email accounts should be used for institutional purposes only, not personal correspondence (see Privacy and Confidentiality, below).

Users are expected to abide by all applicable federal and state laws and rules, including SUNY Maritime policies and SUNY regulated policies.

3. SCOPE

The scope of this policy directive applies to:

1. Maritime College and all current and future subsidiary/affiliated entities of the college.
2. All directors, officers and employees of Maritime College or employees of any future Subsidiaries or Affiliated Agencies of Maritime College who are responsible for an account (or any form of access that supports or requires a password) on any system that resides at any State University of New York Maritime College facility, has access to the State University of New York Maritime College network, or stores any non-public State University of New York Maritime College information.
3. Any third-party entity or person who is authorized to use, or possess an owned, managed or controlled by Maritime, including any mobile device account.

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4. POLICY

5.1. General

Expectations of Appropriate Use of Email

Users are expected to act with honesty, integrity, and respect for the rights, privileges, and privacy of the College community.

SUNY Maritime email accounts should be used for institutional purposes only, not personal correspondence (see Privacy and Confidentiality, below).

Users are expected to abide by all applicable federal and state laws and rules, including SUNY Maritime policies and SUNY regulated policies.

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Ownership/Administration

Faculty/Staff/Volunteers/Affiliates/Retirees/Alumni: SUNY Maritime owns all email accounts that exist on systems it administers regardless of its hosting provider. The College does not routinely monitor or restrict content residing on its systems. However, if there is a reasonable cause to believe that a user has violated this policy or other applicable College policies, SUNY policies, and/or federal and state laws and regulations, if there is an immediate threat to account or network security, or the College is compelled to preserve or provide records by competent authority, the College reserves the right to take any of the following actions:

- 1) Review relevant email communications (see Account Investigation, below)
- 2) Suspend a faculty or staff member's access to the College's computing and networking resources (temporary or indefinitely); and/or
- 3) Limit a faculty or staff member's access to the College's computing and networking resources (temporary or permanently); and/or
- 4) Remove the documents/materials/postings from the College's computing and networking resources.

Students: SUNY Maritime owns all email accounts that exist on systems it administers regardless of its hosting provider. The College does not routinely monitor or restrict content residing on its systems. However, if there is a reasonable cause to believe that a user has violated this policy or other applicable College policies, SUNY policies, and/or federal and state laws and regulations, if there is an immediate threat to account or network security, or if the College is compelled to preserve or provide records by competent authority, the College reserves the right to take any of the following actions:

- 1) Review relevant email communications (see Account Investigation, below)
- 2) Terminate a student's access to the College's computing and networking resources (temporary or permanently); and/or
- 3) Limit a student's access to the College's computing and networking

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- resources (temporary or permanently); and/or
- 4) Remove the documents/materials/postings.

Privacy and Confidentiality

Official College communications sent by email are subject to the same public information, privacy and records retention requirements and policies as other official College communications. All email communications are subject to release under the Freedom of Information Law.

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The College will not review governance votes or correspondence unless compelled to do so, nor will the College Administration make any decisions based on votes cast in the process of Faculty Governance.

By using the College's computing and networking resources, users are consenting to monitoring of these resources when policy violations are suspected, when a litigation hold is received, when a security threat is identified, or in other appropriate circumstances without further notice to the user. The College maintains the right to unrestricted monitoring or access to electronic information for compliance, security, investigatory, and disciplinary purposes. Inusing the College's computing and networking resources, users shall have no expectation of privacy.

Sending Sensitive Content over Email:

Email by nature, is an insecure medium of communication. Messages are sent over a computernetwork in human-readable (plain-text) format, making the messages and anything inside them vulnerable to interception and misuse by a third-party.

Sensitive information such as Personally Identifiable Information (PII) should never be sent inplain-text inside an email message body or inside an attachment within an email.

If there is a valid business need to send PII or otherwise protected information over email, users should consult with IT who can recommend or provide a solution to securely send thisinformation to its intended recipient.

Sensitive, confidential, or otherwise protected information should never be sent to any user,especially an individual outside of SUNY Maritime, without appropriate identity confirmation and adherence to regulations (FERPA, HIPAA) pertaining to the release of theinformation in question.

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Personal Email Use:

“Personal Email” refers to any email account that is not administered by SUNY Maritime College.

In the interest of maintaining information security and preventing information disclosure, personal email accounts should never be used to conduct SUNY Maritime responsibilities.

Automatic Email Forwarding:

Automatic email forwarding is the process of directing messages received at one email address to another email address automatically. While this function has legitimate uses, it poses an information security and regulatory risk to SUNY Maritime. Using automatic email forwarding places potentially sensitive, confidential, or otherwise protected information in the hands of a third-party email provider with no responsibility to protect it.

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Third-Party email providers may also reserve the right to collect, distribute, read, or claim ownership to any information residing on their servers, which could place SUNY Maritime research in danger.

SUNY Maritime faculty, staff, volunteer, affiliate, retiree, and alumni users are never to automatically forward emails to another email address outside of the SUNY Maritime email system. If it is discovered that messages are being forwarded from a SUNY Maritime email account to a third-party email provider, the third-party email account in question will be immediately blocked from sending/receiving email to/from the SUNY Maritime email system. The user will also be instructed to remove any SUNY Maritime content from the email address that was being forwarded to.

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Account Investigation

A sunymaritime.edu email address is subject to investigation if prompted with evidence of a policy or legal violation. The Chief of University Police and the Director of Human Resources will need to approve of the investigation concerning any College account before any data will be collected by ITS. All investigations will follow appropriate, reasonable protocols and legal/regulatory parameters set forth by SUNY Maritime and the State of New York. The investigations will be supported by IT, by having IT provide raw data to the Chief of University Police and the Director of Human Resources to evaluate and take appropriate action if warranted. All SUNY Maritime accounts, regardless of employment or enrollment status, must follow these guidelines.

Continuation of Email Services Following Retirement/Graduation

Graduates are granted a 9-month grace period after the last active semester at which time the account is automatically disabled. Disabled student accounts are maintained for one year, at which time the network/email account is deleted if student has not officially enrolled for classes. SUNY Maritime reserves the right to terminate or disable an account at any time due to College policy or to preserve security of the systems.

Based on official notification from the Human Resources Office of retirement status, retiring faculty members may submit an appropriate request form with the IT Office to keep their sunymaritime.edu email account.

Violations/Abuses

Direct violation or abuse of the campus policies may result in restriction of access to SUNY Maritime's email system and/or other appropriate disciplinary action, including sanctions for students under the Code of Conduct.

SUNY Maritime Acceptable Use Policy:

<https://intranet.sunymaritime.edu/wp-content/uploads/2016/10/acceptableUsePolicy.pdf>

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SUNY Maritime Student Handbook: <https://user-vzz17ny.cld.bz/Maritime-College-Student-Handbook-2021-2022>

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Policy History:

Revision Date	Author/Owner	Description of the action on the revision date
9-4-21	Michael Mastromarino	Policy Creation
12-7-21	Kezia Chacko	Edits
5-22-22	Michael Mastromarino	Final Edits

EMAIL POLICY USER ACKNOWLEDGMENT FORM

This policy is associated with *Maritime's Acceptable Use Policy and NYS controls of mobile devices*. Note that with any similar, overlapping or stricter provisions set forth in both the documents, the more restrictive provisions will be enforced.

Employee Declaration

I, [employee name], have read and understand the Password Policy, its policy and procedures, and consent to adhere to the rules outlined therein.

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Employee Signature

Date

Employee's Manager Signature

Date

Information Technology Director's Signature

Date

REVISED BY	DATE