POLICY STATEMENT

Policy Name	**Electronic Communication Services**		
Policy #	**804**	Category	**Information Management**
Policy Sponsor	**Associate Vice-President, Information Technology Services**	Previous Revision Date	**October 9, 2007**
Policy Approved by	**President & CEO**	Issue or Revision Date	**March 9, 2010**
Procedures Approved by	**CFO & Vice-President, Administrative Services**	Review Date	**March 2015**

See the related PROCEDURES.

PURPOSE

Electronic communication tools and systems are used extensively by SASKPOLYTECH students, faculty and staff. To ensure these services are used for their intended purposes, a policy defining responsibilities relating to these services is required.

For purposes of this policy, electronic communication services include, but are not limited to electronic mail (email), instant messaging, blogs, wiki's, electronic discussion boards & chat, voice and video messaging and similar technologies hosted within the SASKPOLYTECH network.

POLICY

1. Provision of Electronic Communication Services

1.1 SASKPOLYTECH will provide an official electronic communication account and address for each official student, faculty and staff member to be used in conjunction with their SASKPOLYTECH duties or activities.

1.2 SASKPOLYTECH will provide electronic communication accounts to SASKPOLYTECH student association staff and, as required, faculty from other educational institutions in cases of joint program delivery. These accounts will not be included in any SASKPOLYTECH or campus email distribution list. Users of these accounts are required to respect and follow all SASKPOLYTECH policies and procedures related to use of electronic communication services.

1.3 SASKPOLYTECH will not provide electronic communication accounts for employees of 3rd parties including, but not limited to, government agencies or departments, suppliers, contractors or vendors.

2. Maintenance of Electronic Communication Services

SASKPOLYTECH approved electronic communication services will be maintained by Information Technology Services. Creation and operation of redundant electronic communication services within the

SASKPOLYTECH network is prohibited except in the conduct of training courses providing instruction in the setup, configuration and management of these services and related tools.

3. Use of Electronic Communication Services

SASKPOLYTECH internal electronic communication services are provided to students, faculty and staff for teaching, learning, research and administration purposes. Occasional/incidental personal use of these services and tools is permitted provided this use does not compromise the business of SASKPOLYTECH, place SASKPOLYTECH at risk or compromise the integrity or performance of SASKPOLYTECH electronic communication systems.

The responsible use of these services is guided by acceptable use principles outlined in the Appropriate Use of Information Technology Resources policy (801). In addition, users of these services have the following specific responsibilities:
- Students, faculty and staff are expected to access, read and manage their electronic communication accounts regularly and with professionalism and courtesy.
- Use of SASKPOLYTECH or campus distribution lists for mass distribution of electronic communication messages is governed by policies and procedures approved by senior management council.
- Electronic communication services are not to be used for any personal gain or for the conduct of business operations outside of SASKPOLYTECH. SASKPOLYTECH's Conflict of Interest policy (704) will be used to determine any possible violations of this provision.

4. Ownership of Electronic Communications and Rights to Privacy

Email addresses and any email communication initiated from or delivered to any SASKPOLYTECH email account or electronic communication server are the property of SASKPOLYTECH. Therefore, users of these services do not have a complete right to privacy of their electronic communication records.

SASKPOLYTECH does not monitor individual use of electronic communication tools and services as a routine matter; however it may do so to the extent permitted by law as necessary to maintain the integrity and efficiency of the systems. SASKPOLYTECH reserves the right to inspect and disclose the contents of any person's electronic mail, discussion board messages, and other forms of electronic communication in circumstances such as legal processes, or investigations of possible misuse or misconduct related to these services.

5. Third Party Access to Electronic Communication Records

Access to an individual employee's electronic communication data may be granted to an internal third party in cases of unexpected or prolonged absence or departure from SASKPOLYTECH. Requests for access will be granted if:
- there is a specific, legitimate business need that is clearly identified within the request; and
- the request is for a specified limited time; and
- the request is approved by the appropriate senior management assembly member.

Anyone granted access to another employee's email data is expected to treat all email as confidential and may not disclose it to any other person expect those directly associated with the business requirement for which access was granted. Access under this provision is not intended for to be used for general access or review of the email data of other employees.

6. Disabling of Electronic Communication Services

Student electronic communication accounts will be disabled upon completion of their program of study and/or after fourteen months of inactivity. Electronic communication services for faculty and staff will be disabled upon termination of employment.

Students, faculty and staff will retain limited access to the SASKPOLYTECH portal indefinitely for access to personal information such as tax forms, unofficial transcripts and pay information.

7.   Violations of Policy

Violations of this policy will be dealt with under the provisions of the Policy Development and Administration policy (506-G).