



# SAN DIEGO COMMUNITY COLLEGE DISTRICT

CITY COLLEGE • MESA COLLEGE • MIRAMAR COLLEGE • COLLEGE OF CONTINUING EDUCATION

## Administrative Procedure

### Chapter 3 – General Institution

#### AP 3721 ELECTRONIC MAIL AND DIGITAL COMMUNICATION PLATFORMS

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##### DESCRIPTION

Electronic mail (email) and other digital communication systems provided by the District are the sole property of the District for use by authorized users only and solely for the performance of District business.

This procedure applies to all District employees and other authorized users of email and digital communication systems provided by the District.

The District recognizes that principles of academic freedom and privacy of information hold important implications for email and digital communication systems. This policy reflects these principles within the context of the District's legal and other obligations.

##### FUNCTIONS

The District encourages the use of its email and digital communication systems for the effective and efficient performance of instruction, services, and District business. Email and other digital communication systems are provided for authorized users to perform District-related business. Personal use is only permitted for incidental activities which do not violate any law, District policy, or system use restrictions.

##### RESPONSIBILITIES

The Chancellor or the appropriate designee shall: (1) establish procedures for using the District's email and digital communication systems; and (2) appoint a district officer responsible for assuring compliance with the rules of this policy.

The Responsible District Officer shall: (1) monitor and ensure the operational integrity and security of the District's email and digital communications systems; (2) implement appropriate measures to ensure users comply with this policy; (3) implement appropriate controls to mitigate any unauthorized access and use of District email and digital communication systems; (4) implement a user acknowledgement and agreement prior to granting authorization to access and use email or any digital communication system; and (5) remediate any performance issues, security concerns, inappropriate use, and/or unauthorized use of the District's email and digital communication systems.

Authorized Users shall: (1) review, understand, and comply with the requirements of this policy while using District email and digital communication systems; (2) protect the security of any confidential or protected information used or transmitted within the District's email and digital communication systems, including personal security credentials; and (3) report any

unauthorized access or use of District email and digital communication systems.

## DEFINITIONS

**Authorized User:** An individual granted access to and use of District email and digital communication systems by the Responsible District Officer to conduct District business.

**Digital Communication System:** Any system provided by the District which includes electronic communication between users, including electronic mail, instant messaging, electronic message boards, social media accounts, and any other form of digital, electronic, or online communication platform.

**Personal Use:** Incidental use of email or a digital communication system for purposes outside District business which does not (1) interfere with the operation of District internet technology, email, digital communication, or related systems; (2) impose any direct or indirect financial cost on the District; (3) interfere with, impede, obstruct, or otherwise impact negatively the user's employment or other obligations to the District; or (4) violate any applicable law, regulation, policy, or procedure.

**Records:** Email records are official District records subject to the recordkeeping requirements stated in Board Policy 3310 and Administrative Procedures 3310 and 6550.2.

**Substantiated Reason.** Valid evidence indicating an individual has violated one or more laws, regulations, policies, or procedures in access or use of District email and digital communication systems.

**Distribution List.** A preset group of email or communication recipients for use by approved employees to share business-related information.

## APPROPRIATE USE

District email and digital communication systems are provided for business and incidental personal use only. All use of email and communication systems is subject to the same District policies and expectations as any other form of communication.

Email and digital communication systems are critical District resources. Each communication sent uses network and related technologies which can impact the overall performance of the District's internet technology, network, and related systems. Users must observe the following guidelines when using email and digital communication systems:

1. Avoid sending communications which include images, video, graphics, and other content which exceed ten (10) megabytes (MB) and use links to shared document and file storage locations instead.
2. Use blind carbon copy (BCC) or similar communication protocols when sending messages to multiple users which do not allow users to reply to all recipients simultaneously.
3. Always use BCC or similar communication protocols when sending communications to DLs or other preset groups of recipients.
4. Never include, attach, link to, or otherwise include any content which would violate District

policies or state or federal law, including pornographic and sexually explicit material, discriminatory material, harassing material, profanity, illegal material, or materials for commercial or personal profit unless they are essential for District business.

5. Always use appropriate security protocols when transmitting any personally-identifiable, confidential, or otherwise protected information about any individual or group of individuals.

## RESTRICTIONS

The District may impose security protocols restricting users' ability to send or receive communications based on use of inappropriate words, phrases, images, video, or any other content which violates this or any other District policy or state or federal law.

The District may revoke any users access to and use of email or digital communication systems for failure to comply with this or any other District policy or state or federal law at any time.

Individuals may be subject to discipline and other appropriate legal action for failure to comply with this policy.

## ACKNOWLEDGEMENTS

This policy does not restrict or limit communications between authorized bargaining unit representatives and bargaining unit members for legitimate business purposes.

This policy shall be implemented in accordance with all applicable collective bargaining agreements and legal requirements.

See Board Policy 3720, Computer and Network Use, and Administrative Procedure 3720, Computer and Network Use.

Approved by the Chancellor: February 1, 2023

Supersedes: Board Policy 0550, 10/14/1998