

EMPLOYEE EMAIL AND CELLPHONE POLICY

I. INTRODUCTION

Suffolk County Community College (College) supports and encourages the use of information technology by College faculty, staff and students in order to facilitate effective communications among members of the College community. The use of email among College employees, in particular, provides a critical informational tool which furthers the College's goal of providing educational services of the highest quality. Similarly, cellphones facilitate effective communications to support College business functions to their fullest capacity. However, the computer system, including all data stored thereon, and issued cellphones, are assigned for use by authorized College employees in accordance with College policies, and this equipment remains, at all time, the property of the College.

This policy is designed to inform employees of the College's role in effectively managing the workplace, and provide guidelines for responsible, effective and lawful use of employee email and cellphone accounts.

II. EMPLOYEE EMAIL ACCOUNTS

A. PRIVACY

Although every effort is made to preserve the security and confidentiality of the College email system, employees are advised that they have no reasonable expectation of privacy in any email either sent or received from their College email accounts. Email accounts and records residing on College-owned computers are the property of the College and are subject to monitoring, inspection and disclosure without the email user's consent, under the following circumstances:

1. When required by law, including, but not limited to, the New York State Freedom of Information Law (Public Officers Law, Article 6); or in connection with a pending or anticipated litigation, criminal investigation, or employee disciplinary proceeding;
2. Where there is reasonable cause to believe that a violation of this policy or any other College policy may have occurred;

3. Where there is a risk of spoliation, property loss or damage, and review and/or disclosure of such email accounts or records appears reasonably necessary in order to protect the integrity, security or functionality thereof; or

4. During the course of routine email system administration.

B. EMAIL ACCOUNT USE GUIDELINES

1. Email accounts provided by the College to employees are intended for College business, and only incidental personal use is permitted. Such incidental personal use is prohibited if such use:

- a. Is in furtherance of a non-College business enterprise;
- b. Interferes with the user's employment obligations;
- c. Promotes produces or services for personal gain and personal business use;
- d. Results in the distribution of email chain letter, junk mail, games and related promotions, or jokes.

2. Email passwords and other credentials may not be shared. Email user identification and password information shall be periodically changed to ensure the email account's integrity.

3. College employees are prohibited from using their College email accounts to:

- a. send emails containing libelous, defamatory, offensive, sexist racist or obscene remarks;
- b. send unsolicited email SPAM messages
- c. disguise or attempt to disguise one's identity when sending emails
- d. send email messages using another person's email account
- e. intentionally distribute a virus throughout the College's email system

- f. support or oppose candidates for public or union office

C. CAMPUS-WIDE DISTRIBUTION EMAIL LISTS

Campus-wide distribution email lists may be utilized only upon prior approval of the President, Executive Vice President, Vice President of Academic and Student Affairs, Vice President for Institutional Advancement, or Campus Executive Deans.

D. TERMINATION OF EMAIL ACCOUNTS

Employee email accounts are locked and deactivated on the date of the employee's separation from the College, and all associated email messages may thereafter be deleted, at the College's discretion.

III. EMPLOYEE CELLPHONE ACCOUNTS

A. ACCESS TO CELLPHONES

1. Cellphone services are provided to employees who are determined to require cellphones based on demonstrated need and job function; to enhance College efficiency, or to provide safety and/or security while on required business travel. This includes, but is not limited to, employees whose duties involve public safety or on-call duties; employees who, during the normal course of employment, perform their duties away from their assigned workplace; and employees who have demonstrated a need to be in contact with their office.

2. The assignment of cellphones must be approved by the President, Executive Vice President or Assistant Vice President of Human Resources.

B. USE OF CELLPHONES

1. Cellphone services, like other means of communication, are to be used to support official College business. Accordingly, employees may use cellphones for the following purposes:

- a. To communicate informally with others at the College, so long as the communication meets professional standards of conduct; or

b. To communicate outside of the College when such communications are related to legitimate College business activities, and are within the scope of their job assignments or responsibilities.

2. Employees may not use cellphones for illegal, disruptive, unethical or unprofessional activities, or for personal gain, or for any purpose that would jeopardize the interests of the College.

3. Cellphones may not be used while operating a motor vehicle.

4. Incidental and occasional personal use of cellphones is permitted so long as such use does not disrupt College business.

C. PRIVACY

1. Employees are advised that they have no reasonable expectation of privacy in their cellphone accounts. Such cellphones are the property of the College and are subject to monitoring and inspection without the cellphone user's consent, under the following circumstances:

a. When required by law, including, but not limited to, the New York State Freedom of Information Law (Public Officers Law, Article 6), or in connection with a pending or anticipated litigation, or criminal investigation;

b. Where there is reasonable cause to believe that a violation of this policy or any other College policy may have occurred; or

c. Where there is a risk of spoliation, property loss or damage, and review and inspection of such cellphone appears reasonably necessary in order to protect the integrity, security or functionality thereof.

2. The College shall routinely monitor employees' cellphone statements. Such cellphone statements may be subject to disclosure, without the user's prior consent, pursuant to the New York State Freedom of Information Law (Public Officers Law, Article 6), or in connection with a pending or anticipated litigation, or criminal investigation;

3. Employees are prohibited from accessing another employee's cellphone without his/her permission

D. RESPONSIBILITY FOR EQUIPMENT

1. Employees are responsible for the safe-keeping and maintenance of their assigned cellphones.

2. Theft, loss or damage of a cellphone must be reported immediately to an employee's supervisor.

E. REIMBURSEMENT OF COLLEGE

A quarterly usage bill will be provided to each employee assigned a cellphone. The employee is responsible for reviewing the usage bill and reimbursing the College for all personal calls, if any.

F. TERMINATION OF CELLPHONE ACCOUNTS

Cellphones are to be returned to the Department of Human Resources no later than the date of the employee's separation from the College, at which time such cellphone shall be deactivated.

IV. VIOLATIONS OF EMPLOYEE EMAIL AND CELLPHONE POLICY

Violations of this policy shall be considered misconduct, and violators will be subject to disciplinary action in accordance with College policy and the applicable collective bargaining agreements. Such disciplinary action may include immediate suspension of employee email or cellphone privileges.

Board of Trustees
August 16, 2012