

FLORIDA A&M UNIVERSITY BOARD OF TRUSTEES



NOTICE OF PROPOSED AMENDED REGULATION

DATE: June 10, 2015

REGULATION CHAPTER NO.: Chapter 5

REGULATION CHAPTER TITLE: Miscellaneous

REGULATION TITLE AND NUMBER: University Electronic Connectivity (5.003)

SUMMARY OF REGULATION: This new regulation sets forth the conditions under which the University's email system (FAMMail) may be used, and the principles for managing messages sent or received as part of the University's business. It applies to all students, faculty, staff, alumni and other authorized account holders (i.e. those with a @fam.u.edu e-mail address). It also provides guidance for proper use of email and privacy expectations.

AUTHORITY FOR REGULATION: Section 7, Article IX, Florida Constitution, and Board of Governors Regulations 1.001.

UNIVERSITY OFFICIAL INITIATING THIS REGULATION: David Cantrell, Associate Vice President, Information Technology/Chief Information Officer.

PROCEDURE FOR COMMENTS: Written comments concerning this proposed regulation shall be submitted within 14 days of the date of this notice to the person identified below. The comments must specifically identify the regulation you are commenting on.

THE PERSON TO BE CONTACTED REGARDING THE PROPOSED REGULATION IS: David Cantrell, Associate Vice President, Information Technology/Chief Information Officer, University Commons, Tallahassee, Florida 32307-3100, (850) 412-7967 (phone), (850) 561-2292 (fax), david.cantrell@fam.u.edu.

FULL TEXT OF THE PROPOSED REGULATION: The full text of the proposed regulation follows:

**Regulations of
Florida A&M University**



5.003 Electronic Connectivity

(1) Definitions:

- (a) Electronic connectivity - any connection to a Florida A&M University (“University”) computer, network, email system, data management system, or similar.
- (b) Electronic mail (e-mail) – a method of exchanging digital messages from an author to one or more recipients.
- (c) Digital devices – any device that is able to electronically access other electronic devices, or networks.
- (d) Password(s) - a word or string of characters used for authentication or to prove identity of a user in order to gain access to a system. Passwords are considered to be in the care of the user, and are not to be shared.
- (e) Public records - With limited exception, all documents, papers, letters, maps, books, tapes, photographs, films, sound recordings, software, or other materials, regardless of the form, characteristic, or means of transmission, made or received in the connection with the transaction of official University business are defined as public record. As technology changes the means by which the University communicates, manages, and stores information, public records will take on increasingly different forms. If the content of an email or its attachment meets this definition, it is a public record subject to the provisions of Chapter 119 of the Florida Statutes.
- (f) University business - any communication made or received in connection with the transaction of official University operations.
- (g) User – Anyone authorized to access any system based on having been granted a user ID by an authorized agent of the University.

(2) University Provided Accounts

- (a) The University will provide various accounts and systems to users as the official method to conduct University business. These will include, but not be limited to, e-mail, a learning management system, and a business management system.

(3) FAMMail

- (a) The Florida A&M University email system (FAMMail) is the official electronic mail method used by the University to communicate University-related information and is an operational tool for enhancing communication and dissemination of information across the University and branch locations. All persons issued a University email account are required to use that email account for University business.
- (b) In order to enhance efficiency and effectiveness of business and academic processes, it is the responsibility of FAMMail users to timely read notifications sent to them through FAMMail.
- (c) FAMMail is made available to the University community in order to conduct University business. As such, all persons provided an University email account are required to use their email accounts during their employment, service, or matriculation at FAMU. All email communications made using FAMMail, including those of a personal nature, are the property of the University and this information may be accessed, copied, deleted, or reviewed by the University at any time without the consent of the user.
- (d) Sharing of login information for email accounts is prohibited and violators will be held responsible for activity from their account. As a condition of the use of FAMU electronic connectivity, users will not use the service for any purpose that is unlawful or prohibited by applicable federal and state laws and Board of Governors and University regulations, policies, and procedures.
- (4) FAMU electronic connectivity users may not, including, but not limited to:
- (a) Access, send, or view emails that contain obscene or pornographic materials not necessary for University academic instruction or research or legal matters;
- (b) Email external and/or internal surveys except as approved by the University (i.e. the FAMU Office of Communications or appropriate University official)

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- (c) Email contests, pyramid schemes, chain letters, junk e-mail, spamming or any duplicative or unsolicited messages (commercial or otherwise);
 - (d) Defame, abuse, harass, stalk, threaten, discriminate, or otherwise violate federal or state laws or Board of Governors and University regulations, policies, and procedures;
 - (e) State or imply, without authorization, that a user speaks or acts on behalf of the University;
 - (f) Use FAMU electronic connectivity for political activity not related to the user's University authorized duties and responsibilities as prohibited by FAMU Regulation 10.123.
 - (g) Use University trademarks, copyrights, logos or other University insignia without specific authorization from the FAMU Office of Communications;
 - (h) Violate the copyrights of others and must refrain from unauthorized distribution, downloading, and use of copyrighted works;
 - (i) Advertise or offer to sell or buy any goods or services which are not related to the user's University authorized duties and responsibilities;
 - (j) Undermine the security or the integrity of computing systems or networks or attempt to gain unauthorized access;
 - (k) Use any computer program or device to intercept or decode passwords or similar access control information;
 - (l) Knowingly or intentionally transmit, download, or upload any material that contains viruses, trojan horses, worms, time bombs, cancelbots, phishing, or any other harmful programs;
 - (m) Transmit, download, or upload any material that contains software or other material protected by federal or state intellectual property laws unless the user owns or controls the rights thereto or has received all necessary consents; or
 - (n) Use FAMU electronic connectivity for the exchange of pirated software.
- (5) Users who violate this Regulation may be denied access to FAMU electronic connectivity and subject to other penalties and disciplinary action, within and outside the University. Additionally, the University may temporarily suspend, block, or restrict access to an account, independent of such procedures, when it reasonably appears necessary in order to

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protect the integrity, security, or functionality of University or other IT resources or to protect the University from liability.

- (6) Unauthorized use of the FAMU electronic connectivity may be considered a crime under the Florida Computer Crimes Act, the U.S. Computer Fraud and Abuse Act, or other federal and state laws. Misuse of FAMU electronic connectivity or violations of this Regulation may result in disciplinary action up to and including termination of employment or dismissal from the University in accordance with applicable University regulations and collective bargaining agreements.

Specific Authority: Article IX, Section 7(c), Florida Constitution, and Board of Governors Regulation 1.001. History: New _____.