REVISION HISTORY

Revision No.	Revision Date	Authors	Description of Changes
01	20 May 2016	CISO	Populated into a standard template Modified date format "Policy" added to the title "Scope" section added

APPROVED BY

This Policy is established for Policies pertaining to Information Technology by the approval signatures below.

Name	Title	Signature	Date
Timothy Ramsay	Associate Vice President, Chief Information Security Officer	*[Signature on File]*	24 May 2016
Steve Cawley	Vice President, Information Technology and CIO	*[Signature on File]*	24 May 2016

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Document Title: **Use of Electronic Communications Policy**

Information Security exists to further the mission of the University. The University is comprised of large and diverse populations with evolving needs related to information technology resources and data. University management is committed to safeguarding those resources while protecting and promoting academic freedom. Although intrinsic tension exists between the free exchange of ideas and information security, and can manifest itself in some circumstances, the requirements that follow have been identified to promote the best balance possible between information security and academic freedom.

PURPOSE:

To provide the University community with procedures and policies for access to and disclosure of electronic messages sent or received by University of Miami personnel or other users of the electronic messaging systems. It also sets forth policies on the proper use of the electronic messaging systems provided by the University of Miami to inform users of the expected standards of conduct and the disciplinary measures for not adhering to them.

SCOPE:

This policy applies to all University employees, faculty, students, contractors, guests, consultants, temporary employees, and any other users, including all personnel affiliated with third parties who have access to University information technology resources.

DEFINITIONS:

University – "University" refers to the University of Miami as a whole and includes all units.

Authorized User – Any person registered to access or use the University of Miami voice and data network or computer services with a valid account, including those individuals or organizations authorized to use the University's domain name "miami.edu" or "umiami.edu".

Electronic Messages – Electronic messaging is the generic name for a message that may be transmitted between a sender and designated recipient(s) by systems utilizing telecommunication links. An electronic message may contain text as well as attachments containing image files, sound files, data files, or hypertext links to Internet sites.

POLICY:

The University of Miami provides access to electronic messaging to employees, students, faculty, and other authorized users in support of the University's mission of teaching, research, and other duties of the University, including all related business. Users of University electronic communications are not only subject to University Policies, but also to applicable local state, and federal laws. Use of University electronic messages facilities is a privilege, and may be administratively suspended with or without notice when, in the University's judgement, continued use of University resources may interfere with the work of others, places the University or others at risk, or violates University policy.

Every effort is made to protect the confidentiality of network communications; however, recipients should be aware that the nature of electronic communications is such that privacy cannot be

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guaranteed. The University does not warrant that the files, data, or communications on its system will be secure from access by third parties.

The University of Miami electronic messaging systems may be used by faculty; employees, students, and other authorized third parties for purposes supporting the functions of the University. It is understood that occasional and incidental personal use may occur, but excessive use of the systems for personal purposes is not permitted.

- Authority of Systems Administrators:
    The University reserves the right to review or access electronic messages, subject to the guidelines and limitations established in the following policies:
    o POL-UMIT-A046-024-01-Use of University Computing Facilities Policy
    o POL-UMIT-A050-023-01 - Systems Administrators Policy

    In addition, with those parameters, the University may disclose the contents of electronic communications to:
    o An addressee or intended recipient in the ordinary course of business,
    o To an authorized employee, or
    o As may be necessarily incident to the rendition of service or to the protection of the rights or property of the University.

- Unauthorized or Illegal Use of Electronic Messaging:
    Electronic messaging systems shall not be used:
    o In violation of any federal, state, or local law or regulation, or
    o To send (upload) copyrighted materials, trade secrets, proprietary financial information, or similar materials without appropriate prior authorization. In addition, the electronic messaging systems shall not be used for unauthorized applications, such as commercial uses, SPAM, or excessive personal use.

It is a violation of University policy for an employee or user of the systems, to use electronic messaging to monitor or tamper with the communications of others. Authorized University officials may access communications on the systems only as necessarily incident to rendition of communications service, for the protection of the rights of property of the University, or to investigate specific complaints about violations of University policies or applicable by law. Employees engaged in authorized access will be disciplined appropriately and may be terminated. System Administrators may only examine transmissions, file, or data within the guidelines of the follow policies:
    o POL–UMIT-A050-023-01-System Administrator Policy
    o POL–UMIT-A046-022-01-Use of University Computing Facilities Policy.

In addition, violations which are referenced in the policy POL-UMIT-A046-022-01- Use of University Computing Facilities Policy, may also constitute a violation of this policy.

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EXCEPTIONS:

N/A

IMPLEMENTATION:

SANCTIONS:

Accounts and network access may be administratively suspended with or without notice by the University when, in the University's judgement, continued use of the University's resources may interfere with the work of others, places the University or other at risk, or violates University policy.

Any violation on this policy by a student may lead to disciplinary charges under the appropriate student disciplinary policy. Faculty and staff violations will be addressed by appropriate disciplinary procedures.

All known and/or suspected violations must be reported to the applicable Systems Administrator, who will report, as appropriate, to Information Technology's Security Department, and to the Department of Human Resources. All such allegations of misuse will be investigated by the appropriate University Administrative Office with the assistance of the Department of Information Technology and the Department of Human Resources. Penalties may include:
* Suspension or termination of access to computer and/or network resources;
* Suspension or termination of employment;
* Expulsion, or suspension of student status;
* Breach of contract for computer and/or network services; or
* Criminal and/or civil prosecution.

OTHER APPLICABLE POLICIES

Users are subject to all policies and procedures of the University, including but not limited to this policy and those policies referenced below. Individuals using the University's computing facilities should particular refer to:
* POL-UMIT-A046-022-01-Use of University Computing Facilities Policy- Provides guidance on standards of conduct for computer users. In addition, users will be notified of their electronic access rights and responsibilities when they receive their account approval and ID. Copies and updates of the University of Miami policies are posted on the World Wide Web and are available by clicking on the University of Miami homepage.

ENFORCEMENT:

N/A