

Refer to Section {C}
{Business Affairs}Unit
Procedure for {C7 – College Technology}



1. Electronic Mail is to be used for college business purposes only.
2. In federal court, magnetically or electronically recorded data such as e-mail, is considered a valid writing or recording. Avoid written messages that are joking remarks concerning the age or race of an employee. Such statements could be used as evidence of a discriminatory motive in a suit for age or race discrimination.
3. By law, messages sent by e-mail are not considered private and may be subject to surveillance by employer if necessary.
4. The AS/400 system is controlled by the information systems department and all accesses and requests for use of this system need to be made in writing to the information systems director.
5. Training is available for all users upon request to the information systems director.