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Fall 2008

### SB04-08/09: ASUM Following E-mail Policy

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1                   **The Associated Students of The University of Montana**  
2                   **Resolution Regarding ASUM Following E-Mail Policy**  
3                   **September 3, 2008**  
4                   **Senate Bill Number SB4–08/09**  
5                   **Authored by: Alex Gosline, ASUM Business Manager**  
6

7   Whereas, on July 1, 2007, President Dennison implemented major policy changes related to  
8   university email;

9  
10   Whereas, these changes were put into effect to comply with federal and state laws that protect  
11   the privacy of individuals and the institution;

12  
13   Whereas, this is the overview of changes implemented July 1, 2007:  
14

151.       Need for Email - Supervisors will have to determine, on a case by case basis, which current and new  
16   employees require an official University email address. For those who require an address, supervisors will have  
17   the responsibility to make arrangements for that access. For those who do not require access, supervisors will  
18   also have to provide alternative access to official communications sent by email.

192.       Primary Email Address - Each employee who requires official access to email will receive an assigned  
20   address and an official central UMM email account. Each employee with official access to email must designate  
21   the central UMM email address as the primary email address for all official communication.

223.       Use of UMM Email Accounts - An employee must use only the designated primary UMM email account for all  
23   UMM official communications by email; an employee may not use a non-UMM email account for UMM official  
24   business. Violation of this policy will involve sanctions similar to those for any deliberate policy violation. In the  
25   event of disruption of internal service, and a need for timely communication, an employee authorized for official  
26   email access can use an external provider during the period of the disruption, *but must place copies of such*  
27   *communications for archival purposes in the authorized University employee email account.*

284.       Email to Students - An employee must use *only* UMM assigned student email accounts for all email  
29   exchanges with students, since such communication typically involves private student information. Prospective  
30   students who do not yet have University addresses and accounts will, of course, use external providers.  
31   University employees can communicate with prospects at external addresses, *but must place copies of such*  
32   *communications for archival purposes in the authorized University employee email account, explain the security*  
33   *implications, and encourage prospects to use the email address that UMM provides so as to avoid release of*  
34   *protected information.*

35   Whereas, under State of Montana Code Annotated Title 2, Chapter 6, email has been  
36   classified as public writings and therefore subject to public scrutiny through public record  
37   requests;

38  
39   Whereas, ASUM correspondence shall be required to adhere to this new email policy as it  
40   often contains large amounts of information;

41  
42   Whereas, ASUM can protect itself and its students from privacy invasion when following the  
43   new email policy.

44  
45   Therefore, Let it Be Resolved that ASUM's *students-at-large, Senate and staff* shall follow the  
46   newly-enacted email policy effective immediately.  
47

48 Therefore, Let It Further Be Resolved that all ASUM correspondence must be originated from  
49 a University mailing address.

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54 Passed by Committee: September 2, 2008

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56 Passed by Senate: \_\_\_\_\_, 2008

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59

60 \_\_\_\_\_  
61 Andrew Dusek,  
62 Relations and Affairs

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Siri Smillie,  
Chair of the Senate