Fall 2008

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

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

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

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

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

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

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

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

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

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

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

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

Therefore, Let it Be Resolved that ASUM’s students-at-large, Senate and staff shall follow the newly-enacted email policy effective immediately.
Therefore, Let It Further Be Resolved that all ASUM correspondence must be originated from a University mailing address.

Passed by Committee: September 2, 2008

Passed by Senate: ______________________________, 2008

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Andrew Dusek,                     Siri Smillie,
Relations and Affairs             Chair of the Senate