



<u>ADMINISTRATIVE POLICY</u>  ADAMS STATE COLLEGE	POLICY NUMBER: 500-002	PAGE NUMBER Page 1 of 4
	CHAPTER: Computing Services	
	SUBJECT: Administrative Policy Statement for Adams State College Voice Mail System	
RELATED POLICIES: ASC Trustee Policy Manual : Section 7.1: Duties and Responsibilities of the College President...(in part) The President is also expected to ensure that the policies, procedures and actions of the Board are communicated to appropriate constituencies of the College in a timely manner. OFFICE OF PRIMARY RESPONSIBILITY: Computing Services	EFFECTIVE DATE: 22 January 2007	
	SUPERSESION: 00/00/00	
	 Dr. David Svaldi President	

I. POLICY

This administrative policy sets forth the College's policy with regard to the use of, access to, and copying and disclosure of electronic voice mail.

II. PURPOSE

ASC provides telecommunication resources to support its mission of teaching, scholarly research, and public service. The purpose of this policy is to ensure that electronic voice mail is used, accessed, copied and disclosed only in a manner that supports and is consistent with the mission of the College.

III. PROCEDURES

- A. Adams State College will make reasonable efforts to maintain the integrity and effective operation of its electronic voice mail systems, but users are advised that those systems should in no way be regarded as a secure medium for the communication of sensitive or confidential information. Because of the nature and technology of electronic voice communication, the College can assure neither the privacy of an individual user's use of the College's electronic voice mail resources nor the confidentiality of particular messages that may be created, transmitted, received, or stored thereby. While authorized users have passwords that permit access to the voice mail system and resources, this does not mean that messages delivered to an authorized user belong to that user or that the user has an expectation of privacy in those messages. All voice mail records belong to the College.
- B. Only College faculty, staff, and work study students and other persons who have received permission under the appropriate College authority are authorized users of the College's electronic voice mail systems and resources.
- C. College resources for electronic voice mail are primarily to be used for purposes related to College business, including academic pursuits. Incidental and occasional personal use of electronic voice mail may occur when such use does not generate a direct cost for the College and does not otherwise violate College policy. Any such incidental and occasional use of College electronic voice mail resources for personal purposes must be of reasonable frequency and duration and is subject to the provisions of this policy.
- D. Prohibited Uses of Electronic Voice Mail include, but are not limited to:
 1. Use for personal monetary gain or for commercial purposes that are not directly related to College business.
 2. Unauthorized copying of copyrighted material..

CHAPTER:	SUBJECT	POLICY #	Page 2 of 4
Computing Services	Electronic Voice Mail	500-002	EFFECTIVE 01/22/07

3. Unauthorized access, interception, copying, capture, or "listening" of electronic voice mail.
 4. Use of electronic voice mail to harass or intimidate others or to interfere with the ability of others to conduct College business.
 5. Use of electronic voice mail systems for any purpose restricted or prohibited by laws, regulations or College policy.
 6. Attempting unauthorized access to or copying of electronic voice mail or attempting to breach any security measures on any electronic voice mail system, or attempting to intercept any electronic voice mail transmissions without proper authorization.
- E. Appropriate disciplinary action up to and including termination of employment or expulsion from the College may be taken against individuals found to have engaged in prohibited use of the College's electronic voice mail resources or otherwise violated this policy,
- F. To the extent permitted by law, the College reserves the right to access, copy and disclose the contents of any electronic voice mail message intended for faculty, staff, students, and other users' without the consent of the user. The College will do so when it believes it has a legitimate business need including, but not limited to, those listed in section J (below), and only after explicit authorization is obtained from the appropriate College authority (President, Provost or Vice-President).
- G. Faculty, staff, and other non-student users are advised that the College's electronic voice mail systems should be treated like a shared filing system, i.e., with the expectation that communications sent or received on College business or with the use of College resources may be made available for review by any authorized College official for purposes related to College business.
- H. No College user of electronic voice mail resources shall make use of an encryption device without prior permission from the appropriate College authority. (President, Vice-President or Provost) Any user of the College's electronic voice mail resources who makes use of an encryption device to restrict or inhibit access to his or her electronic voice mail must provide access to such encrypted communications when requested to do so under appropriate College authority.
- I. ASC does not monitor electronic voice mail as a routine matter but it may do so to the extent permitted by law as the College deems necessary for purposes of maintaining the integrity and effective operation of the College's electronic voice mail systems or as provided in paragraph J of this policy.
- J. ASC reserves the right to inspect, copy and disclose the contents of electronic voice mail in the following circumstances:
1. In the course of an investigation triggered by complaint or other indication of violation of law, regulation, College policy or other misconduct or misuse,
 2. As needed to protect health and safety,
 3. As needed to prevent interference with the College's teaching, scholarly research, and public service mission,
 4. As needed to locate substantive information required for College business that is not readily available by some other means, or
 5. When such action is necessary to respond to a public records request, legal processes, or to fulfill the College's obligations to third parties.

CHAPTER:	SUBJECT	POLICY #	Page 3 of 4
Computing Services	Electronic Voice Mail	500-002	EFFECTIVE 01/22/07

- K. The contents of electronic voice mail communications, properly obtained for College purposes, may be disclosed without permission of the user unless such disclosure is prohibited by law. The College will attempt to refrain from disclosure of particular communications if disclosure appears likely to create personal embarrassment, unless such disclosure is required to serve a business purpose or satisfy a legal obligation.
- L. Individuals needing to access the electronic voice mail communications of others, to use information gained from such access, and/or to disclose information from such access and who do not have the prior consent of the user must obtain approval in advance of such activity from the appropriate College authority.

IV. RESPONSIBILITY

Computing Services is the primary organization responsible for ensuring this policy is properly disseminated implemented.

V. AUTHORITY

This policy has been prepared under the authority of the President, Adams State College, as delegated by the ASC Board of Trustees.

VI. HISTORY

VII. ATTACHMENTS

ATTACHMENT A

REQUEST TO ACCESS ELECTRONIC VOICE COMMUNICATIONS OF OTHERS

Our department requests authority to access electronic voice communications sent to an individual as described below:

1. Name, Title, and Department of person whose communications would be accessed:

Name & Title

Department

2. Name, Title, and Department of person who will do the accessing:

Name & Title

Department

3. Reason for access request: _____

CHAPTER:	SUBJECT	POLICY #	Page 4 of 4
Computing Services	Electronic Voice Mail	500-002	EFFECTIVE 01/22/07

4. What forms of communication will be accessed (e.g., voice mail, E-Mail, Fax)

5. How long should the special access last? _____

6. What will be done with the accessed messages? With whom will they be shared?

7. _____
Signature of Requesting Department Chairperson or Director

Date

8. _____
Signature of Approving Official (President, Provost, Vice-President)

Date

9. Upon approval, this form is to be delivered to the following person as authorization for them to implement the requested special access.

Name & Title

Department