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IT-P-012
EMAIL USAGE POLICY

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Date: 9th July, 2014



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Stamford International University Email Usage Policy

Purpose

The purpose of this policy is to establish guidelines for appropriate usage of the official email at Stamford International University (STIU) with the intent of limiting the usage of personal emails for official communication.

Scope

This policy applies to all employees of STIU in all locations including the temporary employees, part-time and contractors. This policy is also applicable to all students of STIU.

Policy Information

Responsible Office: Department of Information Technology, Stamford International University
Issued Date: 9th July, 2014

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Recommendation and Approvals

Drafted by:




Name: Chavanath Chatchaiyan
Position: Technology Services Manager
Date: 9th July, 2014

Approved by:



Name: Sourjya Sankar Sen
Position: Director, Information Technology
Date: 9th July, 2014



Name: Gilles Mahe
Position: CEO, Stamford International University
Date: 9th July, 2014



Name: Dr. Boonmark Sirinaovakul
Position: President, Stamford International University
Date: 9th July, 2014

Policy

Stamford International University is committed to using its resources efficiently and recognizes email as an official & cost-effective means of communication.

The STIU Email Usage Policy sets forth the obligations members of the University community have regarding email use for this purpose and strictly prohibits the following activities:

Specifically for Staff:

- Usage of personal email addresses for official communication, especially, emails bearing attachments containing sensitive University data.
- Usage of the official STIU email for conducting personal business.

For Staff & Students:

- Sending emails that are harassing or intimidating in nature.
- Usage of official STIU email for political lobbying or campaigning.
- Violating copyright laws by inappropriately distributing protected works.
- Impersonating others while sending emails, except when explicitly authorized to send messages on behalf of another person.

The following activities are also prohibited because they impede normal functioning of network communications and efficient operations of electronic mail systems:

- Sending or forwarding chain letters.
- Sending unsolicited emails to large groups except as required to conduct legitimate company related business.
- Sending excessively large messages or messages with very large file attachments.
- Sending or forwarding emails that are likely to contain computer viruses, worms or other malicious software.

Prohibited activities identified in this section are not all inclusive. The STIU email must never be used in a manner that violates applicable laws of Thailand or any other STIU Policies & Guidelines.