Personnel - Electronic mail

Email messages shall include any electronic message that can be stored, attached to, or transferred with an Email message. Examples include, but are not limited to: Traditional Email messages. Voice mail. Instant message. Mobile phones, pagers, and faxes.

● Each person must take full responsibility to ensure that his or her email behavior is not prohibited under university IT Policy and standards or under federal, state or local law.

● The use of electronic mail is reserved solely for the conduct of business and instruction at GGU.

● The electronic mail system may not be used to create any offensive or disruptive messages that may include sexual implications, racial slurs, gender-specific comments or any other comments that offensively address someone's age, sexual orientation, religious or political believes, national origin or disability.

● GGU has the right to review, audit, intercept, access and disclose all messages created and received or sent over the electronic mail system of GGU.

● Any unsolicited emails that are received that violate the email policies should be reported to the Helpdesk and/or the Management of ITS.