

**ELIZABETH CITY STATE UNIVERSITY**  
**Email Abuse Policy**

**I. Purpose**

The purpose of this policy is to outline certain behaviors and/or acts that Elizabeth City State University does not tolerate, and to articulate how the institution will respond when incidents of Email Abuse are reported.

**II. Scope**

This policy applies to all personnel who include full time regular, temporary and part-time employees, full-time and part-time students, contractors, and all other authorized users of any University Information Systems, including University-hosted, third-party hosted, and Internet Service Providers (ISP).

**III. Policy**

- A. Users are prohibited from engaging in activities involving email that violate this policy or cause harm to resources and to other users. Among the activities prohibited under this policy are:
  - 1. Sending frivolous or excessive messages, including junk mail, “spamming”, “chain letters”, and other types of unsolicited messages;
  - 2. Sending unauthorized broadcast or mass email messages (see Mass E-mail Policy);
  - 3. Interfering with the normal operation and availability of electronic communication systems and services such as e-mail.
- B. Users are also referred to the ECSU Mass E-mail Policy for guidelines on the authorized use of email for the dissemination of information to the university community at large.
- C. Users should contact the Division of Information Technology helpdesk for information concerning methods of protecting themselves from e-mail abuse. In many cases, users should contact the originator of actions and messages which they believe inappropriate to express their concerns and to request that the unsolicited and unwelcome actions are stopped. This is especially useful for e-mail messages and similar activities for which there may ultimately be no intended harm. If the user is unsuccessful in having such activities discontinued, and in more serious cases where activities are observed that are believed to be illegal, in violation of University policies, or that will result in harm or damage to users, data, or computing and communication systems, those activities should be reported.

#### **IV. Violations of Policy**

Violation of this policy may constitute misconduct and accordingly employees are subject to disciplinary action, up to and including suspension without pay and dismissal, in accordance with the pertinent employment policies for SPA, EPA non-faculty, and faculty.

Sanctions for violation of this policy may include suspension or revocation of access privileges in addition to any other sanction permitted under the Student Code of Conduct.