



# Email

Policy IT012

Volume 10, Information Technology

Responsible Administrator: Vice President for Information Technology and CIO

Responsible Office: Office of the Vice President for Information Technology and CIO

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## Policy Statement

This policy establishes email as one of FIT's official means of communication and outlines the acceptable and unacceptable use of email by FIT Email Account Holders. It also defines obligations of the Division of Information Technology to protect, support and minimize disruption to email services. Guidelines adopted by a division or department to meet specific academic or administrative needs must comply with this policy and with policies on the use of FIT information technology resources established by the Division of Information Technology as specified below.

## Reason for the Policy

Email accounts and email services are provided to members of the FIT community in support of the mission of the college, including learning, inclusiveness, and the administrative functions to carry out that mission. The purpose of this email policy is to outline the proper use of FIT Email Services and make FIT Email Account Holders aware of what FIT deems as acceptable and unacceptable use of its email services. This policy outlines the minimum requirements for the use of FIT email accounts.

## Who is Responsible for this Policy

- Department/Division heads
- Division of Information Technology

## Who is Affected by this Policy

- Any individual applying for or granted an FIT Email Account (including but not limited to FIT employees, faculty, current students, alumni, and retirees).

## Definitions

- **Distribution List:** A group of email recipients that is addressed as a single recipient. Distribution lists are used to send email to groups of people without having to enter each recipient's individual address.
- **Email Hosting Services:** A hosting service that operates and maintains email servers.

- **Email Services:** Access, storage, and transmission of email.
- **FIT Email Account (FIT Email):** An email account which is hosted, administered, or owned by the college, regardless of platform and hosting service.
- **FIT Email Account Holder:** Any constituent of FIT who has been granted an FIT Email Account.
- **FIT Official Communication:** Any email sent or received in the execution of the duties of an individual or office when engaging in activities related to their official FIT role(s).
- **Generic Email Account:** An email account for a department or other organizational or administrative unit of FIT.
- **Personal Communication:** Any email that is neither created nor received in the course of official college business.
- **Non-FIT Email Services:** Any email service responsible for access, storage or transmission of email not hosted, administered, or owned by the college.

## Principles

- **FIT Email Account Creation and Decommissioning**  
FIT Email Accounts will be created and decommissioned based on an individual's official FIT role using standards created by the business operation owners outlined below.

Business Operation Owner	FIT Role
Enrollment Management and Student Success	Applicants and Students
Development and Alumni Affairs	Alumni
Human Resource Management and Labor Relations	FIT Employees, Faculty Retirees, and Emeritus Status
Information Technology	Generic Email Accounts

Third-Parties are not to be given email accounts unless approved by the Vice President & Chief Information Officer in consultation with the Office of the General Counsel and the Office of Human Resources.

- **Conditions for FIT Email**  
FIT Email is an official college resource intended to be used for purposes such as but not limited to instruction, instructional support, faculty advising, research, administration, and college related correspondence in support of FIT’s mission. FIT Email Account Holders are expected to check their FIT Email Account as appropriate to remain informed of FIT communications, as certain notifications may be time-sensitive.

- **Conditions for the use of FIT Email:**
  - Email communications (including attachments), whether FIT Official Communications, Personal Communications or otherwise, must comply with federal, state, and local laws, all applicable FIT policies, including but not limited to, the college’s Acceptable Use and Data Security for Cloud Systems, Computer and Network Use, Records Retention and Disposition, Password, FERPA, Nondiscrimination and Anti-Harassment, Employee Code of Ethical Conduct, Code of Student Conduct, and all other FIT policies governing employee and student conduct, as applicable.
  - All FIT Official Communications must be sent from an FIT Email Account.
  - FIT Email Account Holders are responsible for safeguarding their identification information such as username and passwords, and for using them as authorized.
  - FIT Email Account Holders are responsible for all uses of their account and may not alter their address to disguise or block their email identity.
  - FIT Email Account Holders may not attempt unauthorized access to someone else’s email or attempt to breach any security measures. Furthermore, they are responsible for reporting any suspected break of their or any other accounts.

- **Retention of Email**

Email is not a system of record keeping and should not be used for record keeping purposes. The retention requirements for email are determined by the content of the communication. Records are retained according to the FIT Records Retention and Disposition Policy. Emails may be deleted automatically at schedules set by the college and/or Email Hosting Services and in accordance with state retention laws and other legal obligations.

- **Forwarding, Redirecting and Use of Non-FIT Email Service**

FIT Email Account Holders that choose to forward, redirect, or use a Non-FIT Email Service to move or copy FIT Email from FIT Email Hosting Services do so at their own risk and may expose their non-FIT email accounts and devices to review or subpoena should FIT Email be subject to any litigation, claims, negotiations, audits, or open records requests. Additionally, the FIT Email Account Holder accepts that they are solely responsible for the following:

- Proper account configuration, maintenance, and security.
- Ensuring the transmission of email content complies with federal, state, and local laws, as well as FIT policies.
- When required replying to FIT Official Communications from their FIT Email Account.

FIT’s responsibility ends at the proper delivery of email to the FIT Email Account. FIT reserves the right to disable or restrict the use of email protocols and settings that allow FIT Email Account Holders to move or copy FIT Email to a Non-FIT Email Service.

- **Inspection, Monitoring, or Disclosure of Email**

There is no expectation of privacy on FIT Email Accounts. FIT Email, wherever it may be stored or transmitted, belongs to FIT, may be audited by FIT at any time, and may be subject to disclosure to a third-party, including review by authorized law enforcement personnel. All email accounts, both active and inactive, are subject to review and disclosure, without notice, when required by law, where a violation of law or FIT policy may exist, and/or during the course of routine system administration or any additional situation deemed reasonably necessary by FIT. Email may be automatically scanned for malicious content (viruses, spam, “phishing” attacks) and filtered

accordingly and without warning. FIT reserves the right, but is not obliged, to monitor and restrict the sharing of data and information via email when it is found to be in violation of this or any FIT policy, federal, state, or local laws.

- **Email Settings and Support**

Maximum message size, timeout settings, storage quotas, maintenance times, and other email settings will be set as appropriate for anticipated needs of FIT and in conjunction with Email Hosting Services. The need to revise or change settings and/or Email Hosting Services will be monitored and implemented as appropriate by the Division of Information Technology. FIT reserves the right to perform maintenance that may temporarily restrict access to FIT Email.

## Responsibilities

N/A

## Procedures

As necessary, email practices and procedures will be developed in accordance with this policy and communicated to the FIT community accordingly.

## Violations

N/A

## Related Policies

- [Acceptable Use and Data Security for Cloud Systems](#)
- [Code of Student Conduct](#)
- [Computer and Network Use](#)
- [Emeritus Status](#)
- [Employee Code of Ethical Conduct](#)
- [FERPA](#)
- [Nondiscrimination and Anti-Harassment](#)
- [Password](#)
- [Records Retention and Disposition](#)

## Related Documents

- [Frequently Asked Questions about Email and G Suite](#)
- [Generic Email Accounts](#)

## Contacts

- **Vice President for Information Technology/CIO**  
Information Technology  
(212) 217-3400