

REMINDER

Using the State's e-mail system to relay information not related to ConnSCU's educational mission can be considered a violation of the **Office of Information Technology's Acceptable Use** and **Electronic Communication Policies**. Use of the State's e-mail system should be for job-related purposes only and not for personal solicitation or announcement of personal philosophies or political beliefs. All other use is considered disruptive and will be addressed accordingly.

In addition, in no cases should e-mails be threatening or harassing to individuals or a group. Such e-mails determined to be threatening or harassing also can be considered a violation of **ACC's Workplace Violence Prevention policy** and will be addressed accordingly.

Announcements related to the College and our work, including the celebration of student success and information about services provided, are appropriate for distribution. Mass e-mails should be used sparingly and must relate to work that necessitates such an announcement. Should there be doubt about an e-mail that will cross the above boundaries, consult with the appropriate Dean or Director for guidance.

The Cabinet will continue to monitor adherence to these guidelines. Failure to comply will result in appropriate disciplinary action.

If you have any question regarding appropriate application of the Acceptable Use and Electronic Communication policies and how they relate to what you intend to distribute, contact your Dean or Director, the President, or me.

Thanks for your cooperation.

Cheryl

Cheryl Cyr
Interim Associate Director of Human Resources
Asnuntuck Community College
170 Elm Street
Enfield, CT 06082
860-253-3045
ccyr@asnuntuck.edu