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Policy Name: Electronic Distribution Lists Usage **Policy Number:** J-4

Functional Area(s) Responsible: Information Technology

Owner(s) of Policy: Information Technology

Most Recent BOT Approval Date: September 2011

Most Recent Review Date: Spring 2023

Most Recent Review/Revision Type: ☐ none ☒ minor/non-substantive ☐ substantive/extensive

Policy Statement:

Electronic Distribution Lists refer to any form of electronic communication to students, employees and friend of FLCC. This include but are not limited to email, text, chat, etc. This capability is provided for FLCC employees to support College operations. Users of electronic distribution lists are required to be ethical and responsible in their use:

- The college encourages the use of electronic distribution lists to enhance productivity through the efficient exchange of college information
- As responsible members of the college community, users are expected to demonstrate common sense, decency, and civility when using electronic distribution lists
- Users must respect the rights of others; abusive, threatening, or harassing materials sent via E-mail as well as electronic distribution lists are strictly prohibited
- Usage of electronic distribution lists must conform to all aspects of the FLCC Employee electronic Use policy, and the FLCC Network Usage policy

Reason(s) for Policy:

This policy sets forth expectations associated with the use of FLCC electronic distribution lists by College employees and students.

Applicability of Policy:

All Finger Lakes Community College employees and students should be familiar with this policy.

Definitions:

None

Related Documents:

- FLCC Network Usage policy
- FLCC Electronic Messaging Acceptable Use policy

Procedures:

The capability of using electronic distribution lists is provided as a means of facilitating electronic communication within the college community. Electronic distribution lists are viewed as being a cost-effective method of disseminating college information that reduces the amount of paperwork distributed through other established means (such as interoffice mail).

The following guidelines have been established relative to electronic distribution list usage:

- FLCC electronic distribution lists are not to be used for personal or commercial gain.
- Material sent to FLCC electronic distribution lists should be applicable only to the group and pertain to college business.
- All individuals using electronic distribution lists must be aware that the communication is not instantaneous as it will take time to distribute a message to the list membership.
- To promote efficiency in the use of these lists, it is preferable to include all pertinent information in the body of the electronic message and include attachments only when advantageous or necessary.
- Responding to a list message by sending a message to the entire list should be avoided whenever possible. Responses should be sent only to those users who require the information.
- Email Electronic distribution lists appearing in the Global Address Book are protected by access permissions for posting rights in order to enhance policy compliance. The owner of each distribution list is responsible to maintain the list of persons with posting access rights for their distribution list as well as accuracy of the membership list.

Forms/Online Processes:

None

Appendix:

None