

NSAC E-mail Communication Policy
Effective March 15, 2006
Approved by NSAC Senior Management

Policy Statement

To improve communication at the NSAC, e-mail is approved as one of the official means of communication for academic and administrative purposes, effective March 15, 2006. As with all official University communications, faculty, staff and students have a responsibility to ensure that e-mail is accessed, read, and acted upon in a timely fashion. Use of NSAC e-mail is bound by the guidelines set out in the Official NSAC Code of Conduct, the NSAC Information Technology Services Policy, the NS Provincial Government e-mail policy and any relevant federal or provincial legislation.

Scope

This policy applies to all faculty, staff and students who work or study at the NSAC.

Principles

- The University uses e-mail as an official communications tool.
- Information technology services at the NSAC are intended to serve the educational, research, and administrative purposes of the University.
- The University e-mail system is part of the University's information technology infrastructure and is maintained on University servers to assist with communication necessary in conducting the business of the University, including teaching, research and scholarly work.
- All faculty, staff and students will be issued a University e-mail account and will be expected to actively use their e-mail account. The University may withhold or withdraw this service with cause.
- Privacy must be respected when using e-mail as an official means of communication. All official communication is bound by the provisions of the Nova Scotia Freedom of Information and Protection of Privacy Act (FOIPOP), the Personal Information Protection and Electronic Documents Act (PIPEDA), and all other relevant provincial and federal legislation.
- The e-mail address is the property of the University.
- E-mail messages sent using any University account and/or stored on any University server or computer are University property.
- Only information that directly impacts the majority of NSAC members should be sent to the entire NSAC community. Only the President, Vice President Academic, Vice President Administration, Registrar, Executive Director - Development and External Relations, and the Dean of Student Services may authorize the use of the NSAC e-mail system for the simultaneous sending of e-mails to all faculty, staff and students.