Dartmouth College
Employment Policies and Procedures Manual
Policy last reviewed: Dec 2016

Electronic Communications Policy

Applies to: All employees

Policy Statement

Dartmouth strives to operate its electronic mail infrastructure and resources for use by the entire community so that it protects privacy and provides for acceptable use of these resources. All members of the College community are expected to use electronic communications (e-mail) in a legal, ethical, and responsible manner.

Use of the College computer network is subject to Dartmouth's policies regarding compliance with law, harassment and safety of individuals, the Code of Ethical Business Conduct, proprietary and contractual obligations, and protection of the integrity of the computer system. The College may restrict the use of its computers and network systems (including the removal of posted materials) in response to evidence of violations of the College policies and/or violations of changes to state and federal laws. Users of the College electronic mail system are expected to respect the privacy of other users and must not inappropriately access or disclose e-mail on the College system. Systems operators, supervisors, and other College officials may access information resources to locate business information, maintain the system and network, comply with legal requirements, or administer this or other Dartmouth policies.

While the principal use of electronic resources provided to employees is for business purposes, Dartmouth recognizes the need for incidental personal use of those resources, consistent with relevant law, regulations, and College policy.

Definitions or Regulations:

Please also refer to the Dartmouth College Information Technology Policies online at:
http://tech.dartmouth.edu/its/about/about-its/policies
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