

Mass Email Policy

**Indiana University East
Effective March 2004**

Indiana University East has adopted electronic mail as an official mean of communication to the campus community. The University provides and encourages the use of electronic mail services by faculty, staff, students and others affiliated with the University in support of its mission of teaching and learning, research and community service. Those who use the electronic mail services are expected to do so responsibly, that is, to comply with state and federal laws, with policies and procedures of the University, and with normal standards of professional and personal courtesy and conduct.

This policy applies to all electronic mails (“email”) sent to the entire campus community or any substantial portion of the campus community, such as all students, all faculty, or all staff.

Mass distribution of an electronic mail is restricted to purposes related to the university's mission of education, research, and public service.

1. Mailings to the entire campus community including faculty, staff, and student must be approved by the Chancellor or his/her designee. Routine, periodic electronic mailings such as commencement ceremony announcement must be approved in the first instance by the Chancellor.
2. Mailings to the entire student body must be approved by the Dean of Students or his/her designee. Routine, periodic electronic mailings such as notification from the Office of the Registrar of the availability of final grades and financial aid deadline reminders must be approved in the first instance by the Dean of Students.
3. In no case shall mass email be used for personal endeavors including charitable events such as church fundraising and community garage sales.
4. In no case shall mass email be used for commercial mailings. The campus’s electronic mailing lists will not be distributed to third parties for commercial purposes.
5. It is encouraged that formal distribution lists (“listservs”) be setup to serve administrative functions. These lists must be moderated in order to limit mailings that are relevant to the vast majority of the list membership and are consistent with the stated purpose of the list.

Violations of this policy will be reported to the appropriate University governance office. Illegal actions involving Indiana University information technology resources by members of the university community will be reported to the appropriate local, state, or federal law enforcement agency for investigation and possible prosecution.

Requests for exceptions to this policy shall be submitted to the Office of the Vice Chancellor for Information Technology.