

Policy Title: Communications – Acceptable Use

Policy Summary: Acceptable Use of All Electronic Communication Systems As Property of the University

Policy Category: Human Resources

Policy Owner: Human Resources

Policy Summary

All electronic communication systems are property of the University and should be used in a manner acceptable to the University.

Purpose

The purpose of this policy is to establish guidelines for employees around the appropriate use of electronic communications systems that are the property of Drake University.

Scope

This policy applies to all Drake University faculty and staff in their use of electronic communications systems that are the property of Drake University.

Policy

Drake University provides employees various means of communication. These include, but are not limited to, facsimile, telephone, voicemail, electronic mail, and internet use. While it is acceptable to use these forms of communication for personal use in moderation, there are certain uses, which are not acceptable. Employees should not use these communication systems to engage in behavior that would violate any University policy. Such inappropriate behavior may include:

- Excessive use of any system for personal use
- Use of any system for personal profit or entrepreneurial purposes
- Sending inappropriate messages, which contain any material, which may be considered to be harassing or discriminatory
- Using the systems for gambling or other illegal activity
- Viewing, storing, downloading, or sending pornographic images

All electronic communication systems are property of the University and may be monitored to ensure proper use. Other Information Technology policies, listed in the Technology section and on the Office of Information Technology website, also govern the use of University communication systems.

Last Review Date: January 2021

Effective Date: September 2016