



ELECTRONIC COMMUNICATIONS POLICY

Effective Date: October 18, 2002

Revised Date: February 6, 2023

Responsible Office: Information Technology

Division: Finance

I. PURPOSE

To establish an overall policy for the acceptable use of GSU's Internet and email within the guidelines of the (OIT) [IT_POL_1-20](#) and [IT STD-003](#). This policy applies to employees, students and all others whose access to or use of Internet or email services is funded by the state or is available through equipment owned or leased by the state.

II. STATEMENT OF POLICY

- A. Internet access and email are considered property of Grambling State University. GSU has the right to monitor all use of such property at its discretion. With the exception of information protected by federal/state statutes and agency policies, users should have no expectation of privacy as to their Internet and email usage via state computers and networks.
- B. The purpose of Internet and email use is to conduct official state business. GSU determines availability of Internet and e-mail services based on User need and use, which are not in conflict with the law.
- C. Users may not download, store, transmit, or display any kind of image or document using any department system or resource that violates federal, state, or local laws and regulations, executive orders, or that violates any state or department adopted policies, procedures, standards, or guidelines.
- D. Acceptable use must be legal, ethical, and respectful of intellectual property, ownership of data, systems security mechanisms, and individual rights to privacy and freedom from intimidation, harassment and annoyance. Users are held accountable for any breaches of policy, security, or confidentiality resulting from their use of the Internet or email.
- E. Use of the Internet and email as described below is **acceptable**:
 - 1. To provide and facilitate official GSU business.
 - 2. To use for professional society, university association, government advisory, or standards activities related to the user's employment-related professional

discipline.

3. Other uses not in violation of this policy that may be allowed or required by individual department or agency policy.