

Email & Communications Policy

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1. Introduction

This policy considers the college's use of Email communications in particular, but digital communications methods more generally.

2. Account Provision

The college provides its stakeholders with the use of an Academic Domain email account, with which to communicate within and without the organisation. Except in specific circumstances, only a college-issue Email account which ends with @oca.ac.uk may be used for college-related Email communications. This is to ensure a level of accountability over individuals, and to ensure complaints and disputes that relate to the content and/or frequency of Emails to be investigated.

3. Statement of Individual Responsibility

Individuals are themselves responsible for how they use their college Email accounts, and for the way in which they conduct themselves using digital communications more generally.

3.1 Security & Privacy

College stakeholders who are provided with a college Email account are solely responsible for the security and privacy of that Email account. Furthermore, employees of the college are required to maintain elevated levels of security for their Email accounts through the mandatory use of Two Factor Authentication with their Email account.

In addition, users of college email must never send or forward on unsolicited email, and individuals email addresses must not be publicly disseminated through the Email 'To' field. Emails being sent to multiple individuals who are mutually unaware of each other must be sent through use of the BCC field or a relevant Email group.

3.2 Awareness

Individuals who find themselves in receipt of spam, or spoof email, or email which might potentially contain viruses or other damaging content, are responsible for not proliferating such messages to the wider college community and are required to notify the college as soon as possible.

3.3 Duty of care

Individuals in possession of an oca.ac.uk Email account have a duty of care over its use. Avoid subscribing to dubious services or mailing lists using the Email account, and apply caution to subscribing to overseas services or mailing lists that are not required to comply with UK/EU

Data Protection legislation.

4. Acceptable Use

The College's main purpose in providing Email is to support the teaching, learning, research and approved business activities of the College. Email accounts should not be abused. Abuse, for the purposes of this policy includes (but is not necessarily limited to):

- Creation or transmission of material which brings the College into disrepute.
- Creation or transmission of material that is illegal.
- The transmission of unsolicited commercial or advertising material, chain letters, press releases or other junk-mail of any kind
- The unauthorised transmission to a third party of confidential material concerning the activities of the College.
- The transmission of material such that this infringes the copyright of another person, including intellectual property rights.
- Activities that unreasonably waste staff effort or networked resources, or activities that unreasonably serve to deny service to other users.
- Activities that corrupt or destroy other users' data or disrupt the work of other users.
- Unreasonable or excessive personal use.
- Creation or transmission of any offensive, obscene or indecent images, data or other material.
- Creation or transmission of material which is designed or likely to cause annoyance, inconvenience or anxiety.
- Creation or transmission of material that is abusive or threatening to others, serves to harass or bully others, discriminates or encourages discrimination on racial or ethnic grounds, or on grounds of gender, sexual orientation, marital status, disability, political or religious beliefs.
- Creation or transmission of defamatory material or material that includes claims of a deceptive nature.
- Activities that violate the privacy of others or unfairly criticizes or misrepresent others.
- Creation or transmission of anonymous messages or deliberately forging messages or email header information, (ie without clear identification of the sender) or for 'flaming'.
- The deliberate unauthorised access to services and facilities accessible (e.g. the UCA Library Service) via JANET through your Email account.
- The unauthorised provision of access to College services and facilities by third parties via use of your Email.

5. Other Services

Your Email account provides you with access to a range of services associated with the College. These include but aren't limited to: oca-student.com, discuss.oca-student.com, the UCA Library, Other G-Suite Services (such as Hangouts, Gdrive, Gcal, Chat and Sites). You must not divulge the access details to any other individual who does not have a right to access these services.

6. Personal use of your Email

Within reason, you are permitted to use your OCA Email account and associated services for personal use. For example, for subscription to newsletters or services of appeal, which are not of an illegal or highly questionable nature. Your OCA Email account will provide you with highly discounted rates on various services unrelated to your degree, e.g. Amazon Prime, Spotify, Apple products and Adobe software; there are no restrictions on your use of the OCA Email account for obtaining such discounts.

Your Email account also provides you with benefits through the G-Suite range of services, including unlimited cloud storage through the Gdrive service. Although you may use this storage for some personal use, you are not permitted to use this service for storing and transferring copyrighted material, such as published music or video files, or copyrighted images for which you have no specific consent to possess. Furthermore, this service must not be used for any form of illegal file sharing either within or without the organisation. Breach of this policy may result in disciplinary action being taken.

7. Quotas & Limits

Your Email account has an upper attachment limit of 25MB. However, attachments of any size can be uploaded through use of the Gdrive attachment option in the web interface. When using this method of attaching files please ensure that the Sharing permissions are correctly set (it will default to everyone at the Open College of the Arts with the link has access, this can be changed to 'Only recipients of this email can View'), that the file or files contain no harmful code/viruses and that you have permission to share the files being uploaded.

8. Document Control

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