

JUL 18 2013

**MEMORANDUM**

TO: All Employees and Students

FROM: President *Myokada*

SUBJECT: Administrative Directive 2006-01 - Updated  
Guam Community College E-mail Account Policy

Guam Community College's students and employees are provided technical and informational resources to perform the tasks necessary in support of student learning outcomes and in support of the College's mission. These resources, including but not limited to computing devices and software, scientific equipment, e-mail accounts, and access to informational systems, are the property of Guam Community College and not of the individual student or employee. For purposes of this policy, "e-mail" is defined to include all offerings encompassing e-mail, calendaring, contacts and contact management, aliases, mailing lists, and list management. All information published within these systems is GCC property and is intended to be used or redistributed for GCC business purposes. All students and employees, while attending or working at GCC, are required to use their assigned GCC e-mail account for any and all electronic communications related to official GCC business.

The use of a GCC e-mail account is a privilege. Students and employees are assigned a Guam Community College e-mail address while attending or working at GCC as per the eligibility guidelines below. GCC reserves the right to revoke e-mail and related privileges at the point of separation from Guam Community College or at any time for failing to comply with this policy. Guam Community College owns all e-mail accounts and content and has the right to access accounts, as it deems necessary.

- E-mail and other services are provided as a professional and educational resource to assist our employees and students in fulfilling the professional, educational, research and service goals of the Guam Community College.
- Each user is responsible for using the e-mail system in a professional, ethical, prudent, courteous and lawful manner.
- Incidental personal use is permitted as long as it does not have any negative effects on any other e-mail account, jeopardize the e-mail system, interfere with fulfillment of

duties and responsibilities, or violate the law or any other policy or guideline of Guam Community College.

- Each user is required to make each of their electronic communications truthful and accurate. Users should use the same care in drafting e-mail and other electronic documents as they would for any other written communication.

The primary requirement for a GCC e-mail account is a formal relationship to GCC that is signified by the issuance of a Guam Community College ID number. This pertains to all students and employees. When students and employees are in a joint role, or have more than one job position at GCC (such as faculty, staff or administrator, either permanent, part-time or limited-term), they will have only one GCC e-mail account.

### **Students**

Current students enrolled in GCC courses qualify for a GCC e-mail account. E-mail addresses will be set up as soon as the person is admitted to GCC. GDOE secondary students do not qualify for GCC e-mail accounts.

### **Faculty, Staff, Administrators, Board Members**

All full time and part time employees of the College, whether faculty, staff, or administrators, will be assigned a GCC e-mail account. All employees, as soon as they are entered into the BANNER Human Resources and Payroll modules, will receive an e-mail account.

Upon request by the President, or its designee, individual board members (BOT or Foundation) e-mail accounts will be assigned and will be treated the same way as an employee account.

### **Multiple Roles Account**

People with multiple roles, such as any combination of the aforementioned groups (students, employees, and board members), will use and only have one account established and active as long as the individual currently serves in one or more roles.

### **Department and Alias Accounts**

Departments often need generalized alias accounts for receiving and/or transmitting messages not tied to specific people. Specified individuals within each department are authorized to request and use these alias accounts by sending official requests to the dean, the division Vice Presidents, or the President. Once approved, the request will be forwarded to MIS for the creation of the account. Such accounts will be created as either a "forwarding" alias e-mail account, or as a departmental alias login e-mail account, which is similar in its use to individual's e-mail accounts. "Forwarding" alias accounts do not require login and password combinations and all messages sent to the account are automatically forwarded to authorized recipients' e-mail addresses.

### **Separation from GCC and Impact on e-mail accounts**

There are a variety of ways in which students, employees, or board members separate from Guam Community College. Each separation type determines whether the individual's e-mail account remains active or not at GCC, and affects how the account will be handled in specific ways. People with multiple roles, such as any combination of student, employee, or board member, who terminate from one role while still maintaining the other, will remain active and retain their e-mail address. However, if circumstances warrant the immediate withdrawal of a person's e-mail account, it may be revoked immediately at the discretion of the appropriate authority, or employee's supervisor. If it is determined the account is also an active student account due to multiple roles, a new and different e-mail account may be established and assigned to the student.

### **Employees and Board Members– Separation by Termination, Resignation, Retirement, or Death**

Employees who are no longer active employees, either through termination, resignation, retirement, or death, will no longer have access to their GCC e-mail account. Based on the former employee's supervisor determination, the account will either be disabled or deleted, and messages will either be forwarded or accessed by the immediate supervisor, or designee. The account can also be assumed by the immediate supervisor, or designee. This is to ensure that important e-mails sent to the terminated employee are given the attention they require and are appropriately answered. Accounts should be removed effective the date of the employee's separation.

### **Students – Separation by Expulsion, Unapproved Leave, Death, or Graduation**

Students remain eligible to have e-mail accounts until they graduate (see section on Student Alumnus) or when current students status ends. All inactive students, also known as stop-out students, deactivated accounts will be terminated. Only at the point of re-admission will the account be re-activated.

### **Student Alumnus / Graduation from GCC**

Students who graduate from Guam Community College are no longer eligible for a GCC e-mail account, but will be allowed to maintain a permanent forwarding account via Alumni Services. Prior to matriculation, students are encouraged to request for e-mail forwarding.

### **Leave of Absence**

When an employee is officially on a leave of absence, e-mail access will remain active for their use during their leave of absence.

- Employees must have a 'Leave of Absence' action with an end date. If the employee separates from GCC at the end of the leave, the e-mail account will no longer be accessible by the employee.

**Dissemination of E-mail Account Policy Information**

This e-mail policy will be readily available on the GCC web site and on the MyGCC Portal. In addition, this and all other policies are included in the new employee orientation package provided by Human Resources, and part of the student orientation package. GCC reserves the right to make changes to this policy in the future, including without advance notice.