

**NEW COLLEGE OF FLORIDA
REGULATIONS MANUAL**

CHAPTER 4 - Academic Affairs

4-5015 Email Accounts

This regulation details the following as it relates to email and Google accounts: Naming conventions for email accounts by constituent group, service level provided to each New College constituent group, acceptable use of the New College email system, privacy and security of email, and best practices in use of email.

New College IT staff strongly recommends that all NCF email/Google account holders also have a personal email address and that they use that email address to conduct personal business. New College of Florida's email system is provided by Google and therefore users with an NCF email account also have access to other Google applications as part of that service. References to access of email below infer access to Google Apps for Education as well. Violations of this regulation will be dealt with in accordance with the Rules and Regulations manual of the college.

(1) Naming Conventions

(a) Staff and Faculty. All new staff and faculty will be assigned an email address consisting of the first letter of their legal first name and concatenated to their last name @ncf.edu. In those instances in which an email address already exists for a current staff or faculty member, the new employee's middle initial will be used. If the new employee does not have a middle name, then it will be up to the email administrator to create a unique email address and network account adhering to the described naming convention as much as possible. Current employees with legacy non-standard email addresses can maintain them while employed at the college.

(b) Students. All new students will receive an NCF email address prior to their enrollment in the following form: [Legal First Initial]+ "." + [Legal Last Name] + [Their 2 digit estimated graduation year]+@ncf.edu.

For example, a student with the name John Adams who enters in Fall 2012 would have the following email address: j.adams16@ncf.edu. For those students entering in the same year with the same first and last name, the email administrator will make a determination of how to make them unique while keeping as much as possible with naming convention. Students can request use of a preferred first name initial through the Registrar's office.

(2) Service Level Agreement. New College of Florida's email system is provided by Google and managed by New College IT staff. If there is a system wide outage, New College IT staff will contact and work with Google to resolve the issue as quickly as possible. Again, IT recommends that all New College employees and student keep a separate personal email address.

(a) Faculty and Staff. New College of Florida faculty and staff will be provided an email address and access to Google Applications for Education to perform the functions of their job while in the employment of the school. Except in the cases noted below, employees will lose access to their email/Google accounts on their last day of employment.

1. Faculty will be provided with the option to keep their email/Google account upon retirement. Retired faculty will have access to their email/Google account while providing this service remains financially/contractually feasible for the College. In the event that providing this service becomes financially or contractually unfeasible, New College of Florida will provide as much notice as possible before terminating these accounts.

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2. Faculty who leave the college or do not have their contracts renewed will be given access to their email/Google account for 1 year.

(b) Students. All current enrolled students will be provided an email address and access to Google Applications for Education to be used for their academic work while enrolled at New College of Florida. Below describes when student email account access will be revoked:

1. Students who are expelled will lose access to their email/Google account immediately.
2. Students who withdraw from New College will lose access to their email/Google account 2 weeks after IT is notified by the registrar's office.

There should be no expectation that email will be saved in any form once account access is terminated.

(c) Graduates. Email/Google account access will be provided to degree earning alumni on a continuing basis. However, New College withholds the right to terminate email/Google account access if it becomes financially or contractually unfeasible to continue to provide this service or if an account remains stale or unused for over 12 months. As much advance notice as possible will be provided before these accounts will be terminated.

(3) Acceptable Use of Email. Violation of New College acceptable email use may result in disciplinary action dependent upon the nature of the violation. This could include immediate withdrawal from school, termination of employment or loss of email/Google account. Examples of prohibited uses included:

- (a) Sending "spam", chain letters, or any other type of unauthorized widespread distribution of unsolicited email.
- (b) Unauthorized access to other people's email.
- (c) Use of email for commercial activities (except as authorized by New College).
- (d) Sending of messages that constitute violations of New College's standards of student/employee conduct.
- (e) Creation and use of false or alias email address.
- (f) Use of email to transmit materials in violation of copyright law.

It is also the responsibility of New College employees, departments and divisions to be in compliance with College regulation 1-1010 Records Retention and Destruction for those email messages defined within the policy. The Office of Information Technology will provide (2) weeks temporary access to supervisors of terminated employees so that important files can be moved to archive storage. After the temporary access period has expired, IT will confirm with the appropriate department supervisor(s) that all email required to be retained has been moved to archive storage. The employee email account will then be removed from the system.

(4) Privacy and Security of Email. New College strives to provide the technical means that result in reliable and secure email service. However, as with many technical services, there is a human component that is beyond the controls of technology. Therefore, New College cannot guarantee the security, privacy or

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reliability of its email service. Please note, that because of Florida's broad open records law, no conversation in email should be considered confidential.

(5) Best Practices in Use of Email.

(a) Sending Email with Personal Identifiable Information (PII) (Account Numbers, Social Security Numbers, etc.): When PII, such as account numbers, social security numbers, driver's license numbers must be transmitted, messages should be encrypted and password protected. The key or password to decode the information should not be sent in the same email as the file containing the information. In addition, passwords, codes, or keys should only be known by the recipient.

(b) Viruses and Spyware. Email users should be cautious to when opening email attachments from unknown and known senders as well as following links embedded in email. Only after the user is certain, should either of these things be done.

(c) Identity Theft. Forms sent via email from an unknown sender should never be filled out by following a link. New College Office of Information Technology will never ask for you to email your username and password to us.

(d) Password Protection. New College requires the use of strong passwords for the protection of email and network access. A strong password should contain both upper and lower case letters as well as numbers and should be at least 8 characters in length.

(e) Out of Office Message. Staff email users on vacation or an extended absence should create an Out of Office message. Information to include in the message should include expected return date and who to contact while you are out of the office.

(6) Related Regulations. Regulation 4-5001 Use and Protection of Information Technology Resources
Regulation 4-5002 Technology Acceptable Use, Regulation 1-1010 Records Retention and Destruction.

Authority: Article IX, Sec. 7, Fla. Constitution; Fla. Board of Governors Regulations 1.001 and 3.0075

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