

Policy: **Email Distribution Lists Usage**  
Responsible for Policy: Information Technology

Policy Number: **J-4**  
Most recent approval date: Fall 2014 Fall 2017

### **Policy Statement**

Email capability is provided for FLCC employees to support College operations. Users of email distribution lists are required to be ethical and responsible in their use:

- The college encourages the use of email distribution lists to enhance productivity through the efficient exchange of college information
- As responsible members of the college community, users are expected to demonstrate common sense, decency, and civility when using email distribution lists
- Users must respect the rights of others; abusive, threatening, or harassing materials sent via E-mail as well as email distribution lists are strictly prohibited
- Usage of email distribution lists must conform to all aspects of the FLCC Employee Email Use policy, and the FLCC Network Usage policy

### **Reason for Policy**

This policy sets forth expectations associated with the use of FLCC email distribution lists by College employees and students.

### **Applicability of the Policy**

All Finger Lakes Community College employees and students should be familiar with this policy.

### **Definitions**

None

### **Related Documents**

- FLCC Network Usage policy
- FLCC Electronic Messaging Acceptable Use policy

### **Review dates/action taken:**

- September 2011: original approval date
- Fall 2012: no revisions
- Fall 2014: no revisions
- Fall 2017: no revisions

### **Procedures**

The capability of using email distribution lists is provided as a means of facilitating electronic communication within the college community. Email distribution lists are viewed as being a cost-effective method of disseminating college information that reduces the amount of paperwork distributed through other established means (such as interoffice mail).

The following guidelines have been established relative to email distribution list usage:

- FLCC email distribution lists are not to be used for personal or commercial gain.
- Material sent to FLCC email distribution lists should be applicable only to the group and pertain to college business.
- Since the use of broad-scale email distribution lists places a considerable strain on the College's email servers, networks, and computing resources, FLCC email distribution lists should not be used for casual or frivolous messages.
- All individuals using email distribution lists must be aware that the communication is not instantaneous as it will take time to distribute a message to the list membership.
- To promote efficiency in the use of these lists, it is preferable to include all pertinent information in the body of the email message and include attachments only when advantageous or necessary.
- Responding to a list message by sending a message to the entire list should be avoided whenever possible. Responses should be sent only to those users who require the information.
- Email distribution lists appearing in the Global Address Book are protected by access permissions for posting rights in order to enhance policy compliance. The owner of each distribution list is responsible to maintain the list of persons with posting access rights for their distribution list as well as accuracy of the membership list.

### **Forms/Online Processes**

- None

### **Appendix**

- None

### **Review dates/action taken:**

- September 2011: original effective date
- Fall 2012: no revisions
- Fall 2014: no revisions
- Fall 2017: no revisions