Minot State UNIVERSITY
1913 2013
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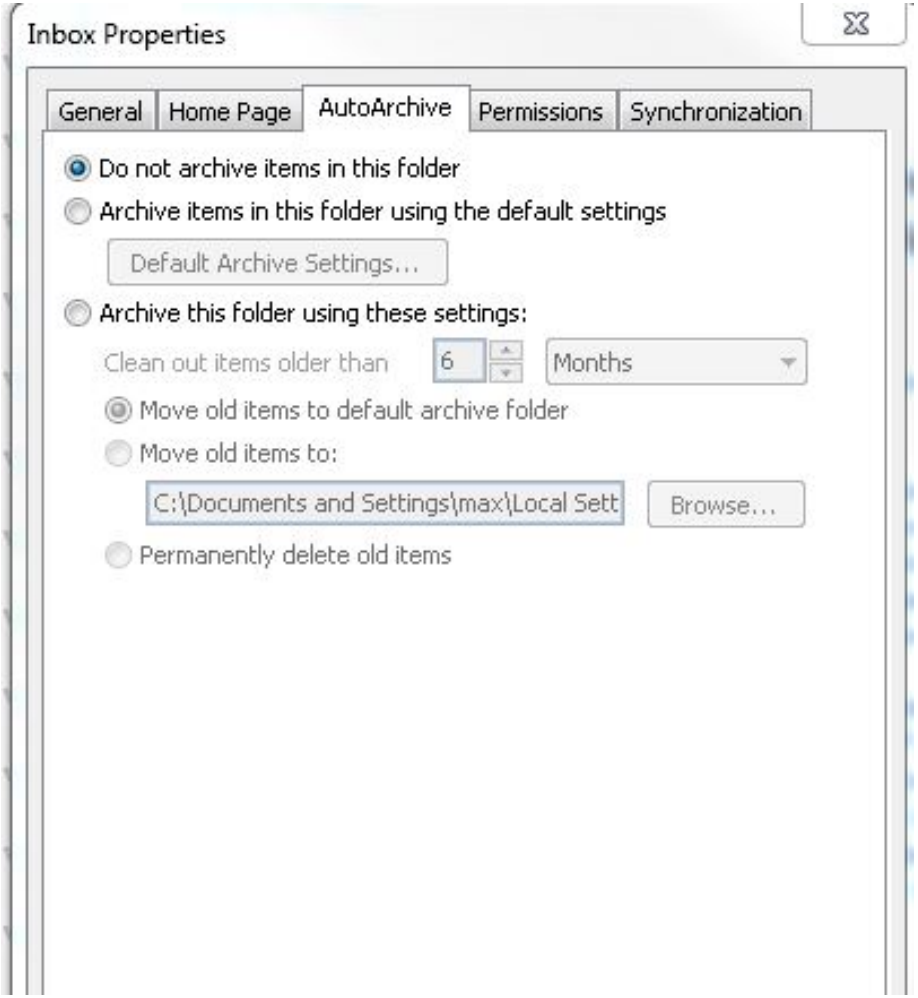
MSU Email

Acceptable Use Guidelines

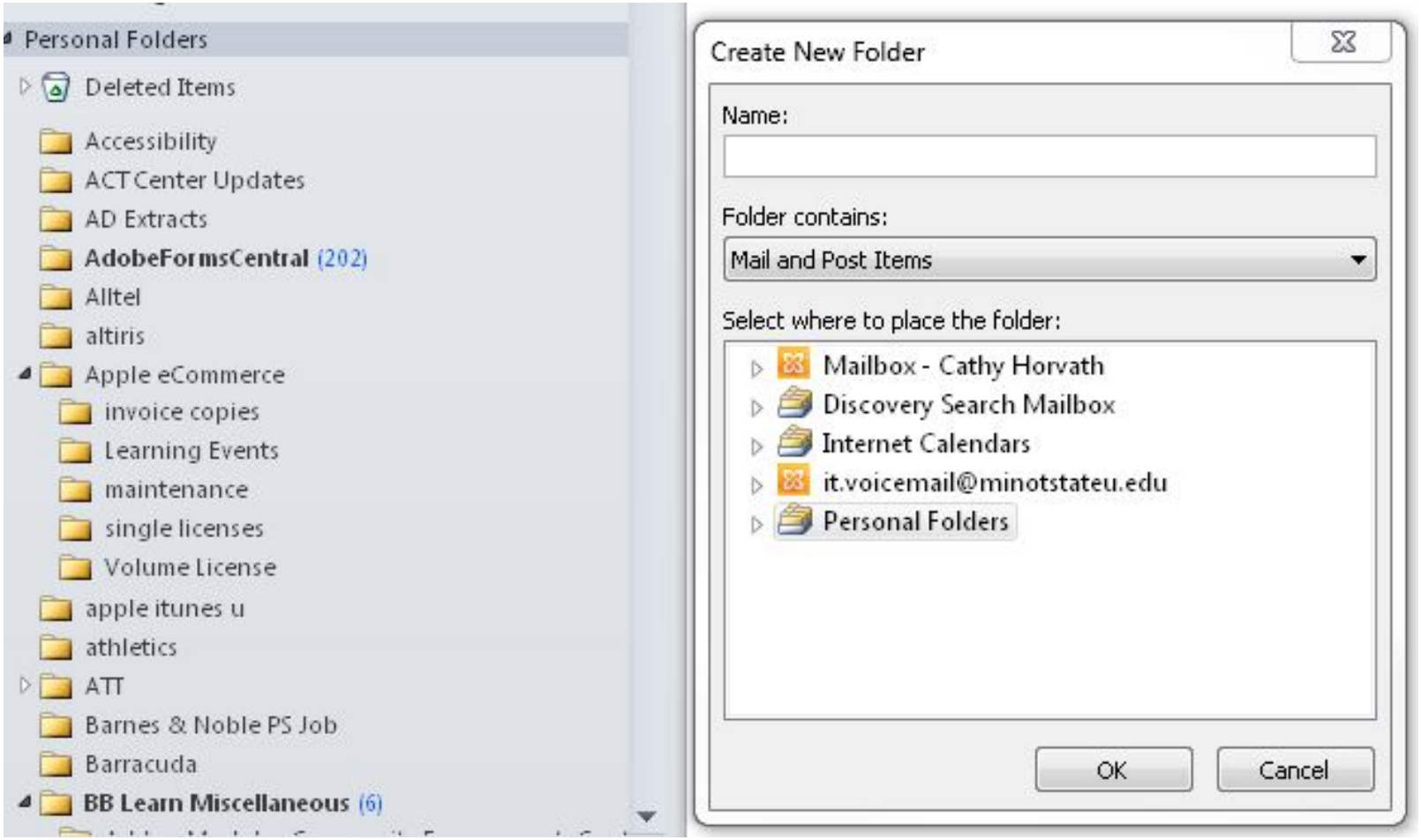
Mailbox Information

- Mailbox "Inbox" storage capacity is 7 gigabytes (GB) of space (over 50,000 MS Word documents)
  - free up space by archiving old messages or moving messages to "personal" folder(s).
- Email attachment size limit is 30 megabytes (MB)
  - 1800 page MS Word Document
- Emails deleted from the "Deleted Items" folder are recoverable for up to 14 days.
  - Login to Outlook Web Access (http://mail.minotstateu.edu)
  - Right Click on Deleted Items, Select "Recover Deleted Items"
- Deleted "mailboxes" are recoverable for up to 30 days.

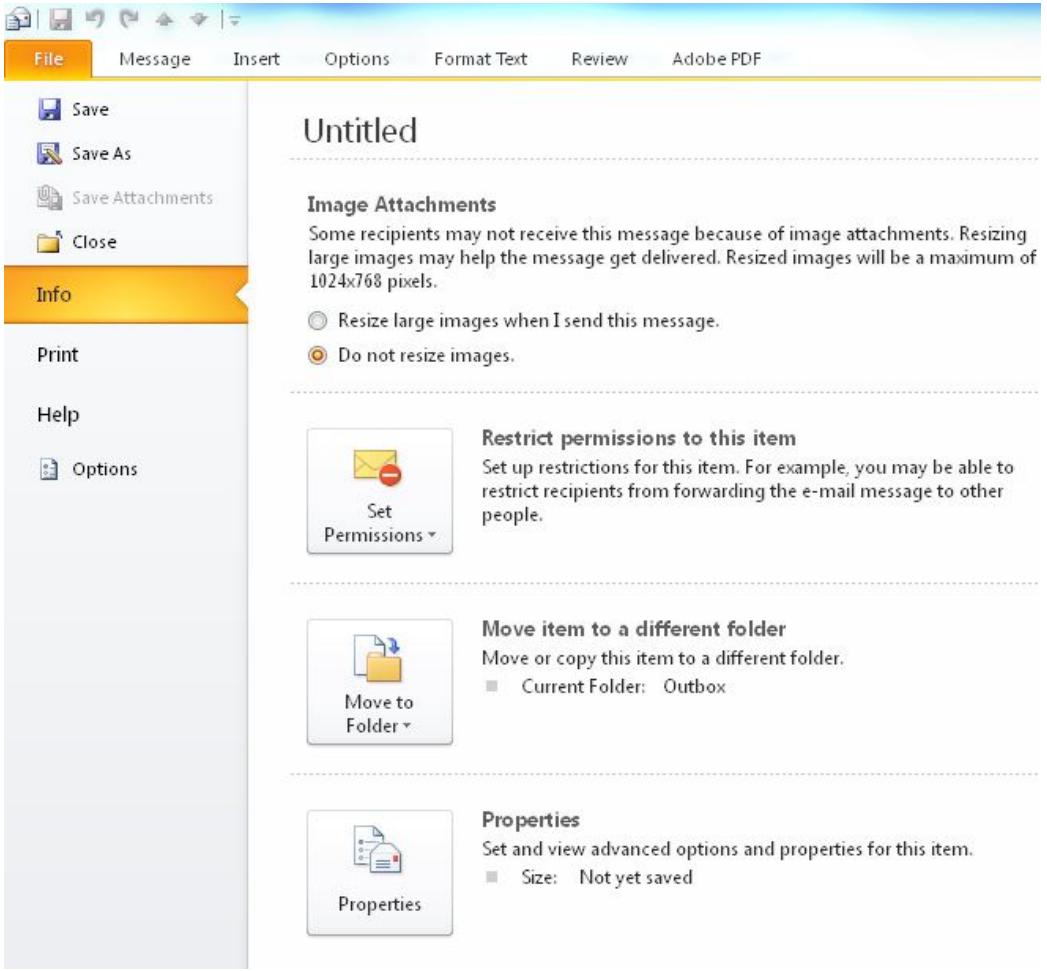
Autoarchive Sample



Personal Email Folder



Resize Attachment



MSU Email Acceptable Use

Guiding Principles

- SBHE Policy: 1901.2 Computing Facilities
- SBHE Procedure: 1901.2 Computer and Network Usage

Right to Privacy

Electronic information, including email, is free from access by anyone but the authorized user except to

- comply with University and NDUS policies,
- respond to state open records law and other legal requirements,
- protect the integrity, rights, and property of the University, NDUS and the State of ND,
- allow system administrators to do routine maintenance or respond to emergency situations.

ND Open Records Law FAQ

- All electronic information on computers, or any device that connects to the campus network may be subject to **ND Open Records Law**.

- Electronic information is considered in the possession of a user when that user has control over the location of its storage.

- Employees should be prepared to provide access to MSU e-mail (and business related personal e-mail) if subject to disclosure in accordance with **ND Open Records Law**.

- If the University receives notice for a "**legal hold**", deletion of all emails is suspended.

What is considered Unacceptable Use of Email?

- **Harassment** - using University email to expose others to any content deemed inappropriate, to threaten or intimidate, to disrupt or cause damage to business or academic operations.

- **Non-Work Related Activities** - using University email in connection with compensated outside work, for private business purposes, or personal political activities.

Email Unacceptable Use

- **Data Privacy** - using university email in a way that increases the risk of loss of personal or secure information
  - Data Classifications (NDUS Standards)
    - Public (name, education, phone number, address)
    - Private (emplid, birth date, gender, grades, ethnicity
    - Confidential (SSN, passwords, health records,)
- **Divulging private information through scams**
    - Malware (viruses, worms)
    - "Phishing" emails
- **Copyright Violations** – using University email to distribute copyright materials including photographs, music, movies, software.

Phishing Example

Cathy Horvath

From: Chandra Wilkemeyer <cwilkemeyer@wcps.k12.va.us>
Sent: Thursday, January 30, 2014 9:40 AM
To: Chandra Wilkemeyer
Subject: INFO

Dear Email User,

This is an officialy notification to inform you that we are upgrading our mailbox server to the new 25GB Web server. All email users are expected to upgrade their mailbox to enjoy the benefits of a faster and better web mailing system. Click Upgrade now below to automatically Upgrade your Mailbox:

UPGRADENOW

This will automatically reset/upgrade your mailbox size into the new 25GB faster and better Web mail system.You will be notified as soon as upgrade is completed.

Thanks for your co-operation.
System Administrator.

Sanctions

Violations subject to sanction may include

- unethical or unauthorized use of computing and network facilities,
- unauthorized copying of licensed software or other copyright materials,
- identity theft,
- any harassing or threatening behavior,
- violation of state or federal laws.

Sanctions may include, depending upon violation(s)

- referral to handbook or relevant policy for self-education,
- loss of computer access privileges or modification of those privileges,
- disciplinary action and/or legal action.

Reporting

- Report unauthorized access, loss or theft of data or equipment, threats or harassment, or any other unacceptable use to:
  - **MSU Help Desk @ 701-858-4445**
  - **MSU Security Officer @ 701-858-HELP (4357)**

References

- http://www.minotstateu.edu/itcentral/resources.shtml

  SBHE Policy 1901.2 Computer and Network Usage
  SBHE Policy 1901.5 Data Element Dictionary - Data Quality and Integrity
  ND Open Records Law
  NDUS Data Classification and IT Security Standards

- FERPA - Family Educational Rights and Privacy Act
  © - US Copyright Office
  DMCA -The Digital Millennium Copyright Act

- **Questions? Contact the Help Desk @ 858-4444 or helpdesk@minotstateu.edu**