

**--Draft--**  
**Student E-mail Policy**

NMHU provides electronic mail (e-mail) accounts to all students registered at the University. Students are automatically assigned e-mail accounts, user ID's and are given space for a \*reasonable\* volume of mail.

E-mail is an inexpensive, efficient, and widely used technology for communications between students, their friends, faculty members, and administrators on the NMHU campuses. NMHU has designated e-mail as an official form of communication; therefore, you are expected to read your e-mail in a timely manner.

**The use of E-Mail is a privilege which may be revoked at any time for abusive conduct, such as the following:**

1. that which infringes upon the rights of another person
2. that which may injure someone else and/or lead to a lawsuit or criminal charges (examples are: pirated software, destructive software, pornographic materials, and harassing, threatening, defamatory, or libelous statements)
3. that which consists of any advertisements for commercial enterprises
4. that which disrupts another person's ability to use their e-mail or computer account (examples are: sending excessive or repetitious e-mail, and attempts to contact another user via e-mail or other electronic means after being told that such contact is not desired)
5. that which degrades network performance and/or wastes e-mail storage space (examples are: "chain letters", spamming, and e-mail with large attachments such as video or music)

Due to the nature of the Internet and networks, e-mail cannot be relied upon as confidential. Computer Network Services (CNS) explicitly does not guarantee the confidentiality of e-mail. It is the practice of CNS to respect the confidential nature of user e-mail, but may monitor communications when necessary.

### **Archiving messages**

The University e-mail system is a communication system, not a storage system. Messages in the system are of a temporary nature and the University does not archive them. It is your responsibility to archive any messages that you wish to keep by printing or exporting.

Due to storage constraints; users have been given a fixed amount of space for e-mail messages. To continue to send and receive e-mail, you must manage your mail box space by removing old messages. The system will warn you if your mail box approaches the space limits.

### **Help**

If you need to report a violation of this policy e-mail [abuse@orion.nmhu.edu](mailto:abuse@orion.nmhu.edu). Please forward a copy of the e-mail in question.

If you have questions or need help with e-mail, please contact Computer Network Services at 454-3496.