

NOTE: Releasing an e-mail from the server will not prevent further e-mail sent by that sender from being quarantined in the future.

## GatorMail Guidelines

Use of e-mail services is governed by existing policies as described in UHD Policy Statements: Academic Honesty, Regulations for Using Academic Computing Facilities and Resources, Student Rights and Responsibilities.

- Students should check their e-mail on a frequent and consistent basis in order to stay current with University-related communications. Students must recognize that certain communications may be time critical.
- To ensure the availability of e-mail service for educational purposes, the university limits the amount of storage space allocated for each student's e-mail account. Once this limit is reached, the student must delete existing messages. The university is not responsible for e-mail messages that are not delivered to the student's account if the student's e-mail account has exceeded its size limit.
- Students should exercise caution in using e-mail to communicate confidential or sensitive matters, and should not assume that e-mail is private and confidential.
- All messages and files that exist at the time an account is terminated will be deleted and cannot be recovered.
- Use of student email is restricted to sending and receiving messages consistent with academic and scholarly activities. Students must properly identify themselves as originators of email messages, and refrain from using email for any purpose that is not consistent with the policies regarding the conduct of students at UHD.
- Students are responsible for the activity of any account that has been assigned to him or her. If a student suspects that another person has accessed his or her account, the Manager of IT Lab Services should be notified immediately.
- Students should use restraint and observe the rules of "netiquette" in e-mail communications. What is Netiquette? Simply stated, it's network etiquette -- that is, the etiquette of cyberspace.

And "etiquette" means "the forms required by good breeding or prescribed by authority to be required in social or official life." In other words, Netiquette is a set of rules for behaving properly online.

- Students shall not send messages or postings that may be used to intimidate, harass, create an offensive atmosphere, or that could be construed as abusive or offensive.
- Students shall not send messages or postings for commercial or personal gain.
- Students should not propagate chain letters (e.g., any communication which requests or demands the recipient forward the message to one or more individuals) or send the same message to multiple groups.
- Students shall not attempt to perform mass mailings to the entire campus (or a large subset of the campus).
- Students shall not deliberately alter or attempt to conceal their true identity, return mail address, or the origination location of the message.
- Students shall not deliberately set forth to interfere with the reception of e-mail by an individual.
- Student e-mail should not be used for any unlawful activity.
- Students shall not deliberately set forth to intercept or receive, and/or view another individual's e-mail without that user's consent.
- Students shall respect the laws governing the use of copyrighted, intellectual property, which includes computer software.
- Students shall not commit acts associated with denying, interfering with or disrupting service of UHD's e-mail service or that of any other agency.
- E-mail services are not to be used for any type of harassment of an individual or organization.
- UHD assigns student e-mail accounts as a means of communication between faculty, staff, and students. The use of e-mail services should be for legitimate educational purposes. The Office of Student Affairs governs access to student e-mail services.