

**Amrita Vishwa Vidyapeetham**  
**Information and Communication Technology Services Department**

**Acceptable email use policy**

**1 General Statement.**

- 1.1 "Email" refers to messages distributed by electronic means from one computer user to one or more recipients via a network through the Email server hosted by the University or through any third party assigned for the service.
- 1.2 A "User" is a person who holds an active email account in the University Email service.
- 1.3 The Information Communication and Technology Services Department shall host the University-wide email services or subscribe to third party for such services.

**2 Allotment of Email Account**

- 2.1 All email ID requests shall be submitted to the ICTS Department in the prescribed form.
- 2.2 All employees of Amrita Vishwa Vidyapeetham shall receive an email ID as per information from the HR Department.
- 2.3 Students including PhD scholars shall be given an email ID after their admission procedure and become a bona fide student of the University.
- 2.4 Junior Research Fellows (JRF) shall be allotted emails for the tenure of their fellowships. Once they cease to be a JRF, the email ID shall be withdrawn. All email ID request have to be approved by the respective Research Guide, Principal Investigator or Faculty as the case may be. All such requests have to be approved by the Chairperson of the Department.
- 2.5 ICTS shall maintain separate email domains based on requirement and group of users.

**3 Use of Email facility**

- 3.1 Email accounts are allotted only to persons who are employed under any School or Department of Amrita Vishwa Vidyapeetham or to a person as per orders from an authority above the position of a Head of a Department in the university.
- 3.2 Use of email by a user is permitted and encouraged where such use supports the goals and objectives of the University as mentioned in Para 1.1 of the University IT Policy.
- 3.3 All users shall comply with current legislation.
- 3.4 All users shall use email in an acceptable way.
- 3.5 All official email communications of the University shall be conducted through the University allotted email ID only.
- 3.6 Users shall not

- 3.6.1 create unnecessary business risk to the company by their misuse of the email system.
- 3.6.2 use University email communications systems to set up personal businesses or send chain letters.
- 3.6.3 forward University confidential messages to external locations.
- 3.6.4 distribute, disseminate or store images, text or materials that might be considered indecent, pornographic, obscene or illegal.
- 3.6.5 distribute, disseminate or store images, text or materials that might be considered discriminatory, offensive or abusive, in that the context is a personal attack, sexist or racist, or might be considered as harassment.
- 3.6.6 access copyrighted information in a way that violates the copyright.
- 3.6.7 break into the University's or another organisation's system or unauthorised use of a password/mailbox.
- 3.6.8 broadcast unsolicited personal views on social, political, religious or other non-business-related matters.
- 3.6.9 transmit unsolicited commercial or advertising material.
- 3.6.10 undertake deliberate activities that waste employee effort or networked resources.
- 3.6.11 introduce any form of computer virus or malware into the University network.

#### **4 Monitoring**

Amrita Vishwa Vidyapeetham accepts that the use of email is a valuable business tool. However, misuse of this facility can have a negative impact upon employee productivity and the reputation of the business.

In addition, all of the University's email resources are provided for University business purposes as mentioned in Para 1.1 of the University IT Policy. Therefore, the University maintains the right to examine any systems and inspect any data recorded in those systems.

In order to ensure compliance with this policy, the company also reserves the right to use monitoring software in order to check upon the use and content of emails. Such monitoring is for legitimate purposes only and will be undertaken in accordance with a procedure agreed with users.

#### **5 Sanctions**

Where it is believed that an user has failed to comply with this policy, they will face the University's disciplinary procedure. If the user is found to have breached the policy, they will face a disciplinary penalty as decided by the Head of the Institution and the Human Resources Department of the University in consultation with the Head of the respective Department. The actual penalty applied will depend on factors such as the seriousness of the breach and the User's disciplinary record.

## 6 Agreement

All University employees, contractors or temporary staff who have been granted the right to use the University's email services are required to confirm their understanding and acceptance of this policy.

Amendment tracking :

25<sup>th</sup> July, 2019 : Added Clause 2 with sub clauses.