



Ohio Administrative Code Rule 3344-7-05 Acceptable use.

Effective: June 2, 2014

(A) CSU provides university e-mail services for activities and associated administrative functions supporting its mission of learning, discovery, and engagement. Although reasonable personal use of university e-mail by faculty and staff is permitted, university e-mail should be used primarily for university-related educational and administrative purposes. Any use of university e-mail that interferes with university activities and functions or violates rules of the Administrative Code or university policy shall be deemed an inappropriate use of university e-mail.

(B) CSU assumes no responsibility for the loss or recovery of personal files or e-mails. Employees are advised that they may not have access to CSU e-mail when they are no longer employed with the university and, thus, could lose access to personal e-mail messages in CSU's e-mail system.

(C) Rules and regulations that apply to other forms of communications at the university also apply to e-mail. In addition, the following specific actions and uses of university e-mail are improper:

- (1) Concealment or misrepresentation of names or affiliations in e-mail messages.
 - (2) Alteration of source or destination address of e-mail messages.
 - (3) Use of e-mail for commercial or private business purposes.
 - (4) Use of e-mail to harass or threaten other individuals.
 - (5) Use of e-mail that violates copyright, libel, or defamation laws.
 - (6) Use of e-mail that violates the code of student conduct or discrimination/harassment rules.
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