



NORTH CAROLINA AGRICULTURAL AND TECHNICAL STATE UNIVERSITY

SEC. VII – E-MAIL 1.0

EMAIL DOMAIN

UNIVERSITY POLICY

I. Scope

The purpose of this policy is to ensure the proper use of North Carolina Agricultural and Technical State University email domain by faculty and staff (ncat.edu; referred to in this policy as the “University Email Accounts”) and the email domain by undergraduate and graduate students using the University’s student domain (aggies.ncat.edu) pursuant to an agreement between the University and Google, Inc. (the “Gmail Accounts”). Electronic Mail is a tool provided by the University to improve education and administrative efficiency. Users have the responsibility to use this resource in an efficient, effective, ethical and lawful manner. Use of the University Email Accounts and/or the Gmail Accounts evidences the user's agreement to be bound by this Policy. Violations of policy may result in restriction of access to the University Email Accounts and/or the Gmail Accounts and/or other appropriate disciplinary action. In the event a University employee holds both a University Email Account and a Gmail Account, the more stringent rules of this policy for University Email Accounts shall apply.

II. Policy Statement-- Email Domain Use

Any electronic mail transmitted, received and stored by faculty and staff during the course of conducting the business of the University, must be sent from the official email domain for faculty and staff, “ncat.edu”. The use of other email domains for the purpose of conducting university business outside of “ncat.edu” is prohibited. However, faculty and staff who send and receive email on behalf of The Joint School of Nanoscience and Nanoengineering (JSNN) may use the domain of “ncat.uncg.edu” for email related to business of the University.

Students are assigned an official university email address with the domain of “aggies.ncat.edu” upon applying for enrollment to A&T. This email address is the primary email address recorded in Banner to which all electronic mail will be sent. Students should use this email address to correspond with Faculty and Staff of the University.

III. Enforcement

Monitoring/enforcement of this policy include the following:

Divisional and departmental assessments
External and internal audit compliance

University sanctions for a user cited for policy violations include, but are not limited to, one or more of the following:

- Suspension of information system(s) privileges. [In order to reduce the number of credentials used to access University resources, single sign-on/reduced sign-on identity management solutions are enabling users to access multiple resources with the same credentials. Suspended access will impact a student’s ability to complete academic requirements or an employee’s ability to perform his or her job duties.]
- Misconduct review.
- Discharge from employment.
- Student dismissal.
- Breach of contract/agreement filed against guests.

For University employees and students, sanctions will be administered in accordance with the Student Handbook, the Faculty Handbook, University policies, and policies of the Office of State Human Resources. .

Date Policy is Effective: Upon approval

Approved by the Board of Trustees

First approved: April 25, 2014

Revised: