

THE CITADEL
The Military College of South Carolina
171 Moultrie Street
Charleston, SC 29409

MEMORANDUM
NUMBER 3-5

12 September 2011

APPROPRIATE USE OF MASS ELECTRONIC MAIL

1. PURPOSE

Excessive use of campus-wide distribution lists intended for urgent communications can sometimes overwhelm the campus mail systems and impede or interfere with the activities of others. The purpose of this Memorandum is to announce the college policy governing the proper use of electronic mail distribution lists. This Memorandum applies to all users of Citadel computing resources, whether affiliated with the college or not, and whether on campus or from remote locations.

2. REFERENCE

Computer Fraud and Abuse Act, 18 USC §1030
Computer Crime Act, S.C. CODE ANN. § 16-16-10 (1976)

3. POLICY

A. POLICY

- 1) Mass emails to members of The Citadel community must be sent in accordance with the procedures outlined below.
- 2) Initiation of or participation in chain emails (ones which instruct the recipient to forward the message to a large number of people, no matter how noble the cause) is not only a violation of the Responsible Use policy, but also a violation of the Terms and Conditions of most Internet Service Providers.

B. PROCEDURE

- 1) Any communication intended for mass distribution to employees of The Citadel that is not directly related to the business and/or operation of the college must be sent via "dognews@listserv.citadel.edu," These messages are collected, consolidated and sent out on a daily basis.

- 2) "Dognews is a LISTSERV for use by employees to exchange goods, services, and information. It provides forums for posting meeting notices, awards, classifieds, photos, services and events.
- 3) "Dognews" is an "opt-in" service, requiring employees to register in order to be added to the LISTSERV.

2) Information Technology Services (ITS) also provides LISTSERVs for information related to the business and/or operation of the college. Posting to these LISTSERVs is limited to senior staff and their designees. .

3) Messages intended for mass distribution should be checked for accuracy before sending.

C. VIOLATIONS

Any complaints about inappropriate use of electronic mail should be sent to the Vice President for External Affairs.

4. COMPLIANCE

Depending on the seriousness of the offense, violation of the above rules may result in the temporary or permanent loss of access to The Citadel's computing and network resources; suspension or termination of employment; and other disciplinary or legal actions.

5. NOTES

A. Dates of official enactment and amendments:

Approved by Director of Citadel Staff on 30 July 2009

Revision approved by Director of Citadel Staff on 12 September 2011

B. Responsible Department:

Information Technology Services

C. Responsible Official:

Director of Information Technology Services

D. Cross References

[Memorandum No. 3-2 Computer and Networking Use](#)
[Memorandum No. 3-3 Computer Security](#)

6. RESCISSION

Appropriate Use of Mass Electronic Mail, published 23 October 2007, is rescinded.

FOR THE PRESIDENT:

OFFICIAL

JOSEPH W. TREZ
Colonel, USA, Retired
Director of The Citadel Staff