

BLUE MOUNTAIN COLLEGE

PROCEDURES

POLICY 2.22

ACCEPTABLE USE OF TECHNOLOGY

1. Procedures Related to Acknowledgment and Agreement Regarding Computer Use at Blue Mountain College

All employees sign the *Acceptable Computer Use Agreement Form* and agree to its requirements, as periodically amended.

2. Procedures Related to the Protocol and Etiquette for Communication using College online systems.

The following protocol and etiquette regarding the use of campus email is an expectation of all computer users at Blue Mountain College.

- Always include a meaningful, descriptive subject line in your message.
- Do not use ALL CAPS in the subject line or body of the message, as this is considered to be SHOUTING.
- Use proper spelling, grammar, and punctuation. If your e-mail has spell check capability, use it; however, you should also read your e-mail for errors that spell check does not recognize.
- Use an automatic signature at the bottom of the e-mail message. It is suggested that you keep the total number of lines for the signature down to four lines if possible. You might include in the signature your name, e-mail address, phone/fax number, web site address, or other contact information.
- Avoid use of any references to other entities in the e-mail signature including other institutions of higher learning.
- Check your e-mail regularly and reply promptly. Ignoring an e-mail message is discourteous and confusing to the sender. Return e-mails on the same day that you would return a phone call.
- To help prevent getting a computer virus, never run an executable file (.exe, .pif, .com, .bat, .scr) from an e-mail.
- Listserv groups are provided for certain administrative staff use only. Students, faculty, and staff should acquire the approval from a President's Cabinet member before attempting to post any emails to the BMC community. All messages sent from or to the listserv groups are moderated; therefore, the listserv groups are only used by the administration of BMC to communicate an important fact or to announce an important event.
- Language used in communications must be in good taste and free from the use of profanity.

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