

VOICEMAIL POLICY

Permissible uses of voice mail

Mount Union College provides voice mail to its faculty, students and staff for educational, research, and internal business purposes. Members of the Mount Union College community should limit their use to these purposes. The use of voice mail at Mount Union College should comply with the other college's policies regarding computing facilities and disclosure of information. In particular, this includes Mount Union College policies on the authorized use of public computing facilities, ethical conduct for computer use and handling of confidential information.

Confidentiality of voice mail

Mount Union College cannot guarantee the confidentiality or privacy of voice mail messages and makes no promises regarding their security. Decisions as to what information to include in such messages should be made with this in mind.

Administrative Activities: Mount Union College reserves the right to conduct routine maintenance, track problems, and maintain the integrity of its systems. As is the case with all data kept on the College's Voice Mail System, voice mail messages may be revealed by such activities.

Monitoring: Mount Union College does not monitor the contents of voice mail messages as a routine matter. However, such monitoring may be conducted when required to protect the integrity of the systems or to comply with legal obligations.

Directed Access: Mount Union College reserve the right to inspect the contents of voice mail messages in the course of an investigation triggered by indications of impropriety or as necessary to locate substantive information that is not more readily available by some other less intrusive means. Mount Union College will comply with all legal requirements for access of such information.

Voice Mail Appropriate Use Policy (VAUP)

The purpose of this policy is to promote the appropriate and productive use of Mount Union College's voice-mail system in an efficient, ethical and lawful manner, consistent with University policies. Most of these guidelines follow the general rules of common sense and common courtesy, and may be amended or added to at any time. This policy provides an overview of uses of the College's voice mail system without exhaustively enumerating all such uses and misuses. This is intended as an addition to existing College's policies, including those on academic honesty.

Respect the privacy of others.

Do not use the College's Voice Mail system to defame, harass, intimidate or threaten any other person(s), or to send unnecessarily repetitive messages (for example, chain mail). Do not publish, post, transmit, or otherwise make available content that is copyrighted, obscene, or legally objectionable.

Do not give your password to anyone or allow anyone else to access your mailbox. Do not use anyone else's password or voice mail account. Remember, you are responsible for whatever occurs relating to your account.

Do not forge or otherwise misrepresent your personal identity. This policy does not prohibit users from engaging in anonymous communications, providing that such communications do not otherwise violate one of the above stated policies.

Enforcement of this policy

Violations of this policy will be adjudicated, as appropriate, by Security, Information Technology, the Office of the Dean of Students, and/or the Office of Residential Life. Sanctions as a result of violations of these regulations may result in any or all of the following:

- Suspension or loss of the College's voice mail privileges;
- College disciplinary sanctions as set out in the Student Code of Conduct;
- Monetary reimbursement to the College or others;
- Prosecution under applicable laws.

In the event of a possible violation of this policy, voice mail privileges may also be suspended in the discretion of the College while the matter is being resolved.