

**WALLA WALLA COMMUNITY COLLEGE
EMAIL USAGE
ADMINISTRATIVE POLICY 8010**

I. POLICY BACKGROUND/PURPOSE

The purpose of this Email Usage Policy is to establish guidelines for the appropriate use of email within Walla Walla Community College (WWCC), ensuring effective communication, data security, and privacy for all members of the college community while meeting security regulations required by state and federal policies (HIPPA, FERPA, GLBA, SARA, etc.).

II. AUTHORITY

Board Policy 1370. This policy is a component of the WWCC information security program that is intended to comply with the PCI-DSS, FERPA, Gramm Leach Bliley Act (GLBA), Health Insurance Portability and Accountability Act (HIPAA), and other regulations.

III. SCOPE OF POLICY

This policy applies to all students, staff, and other individuals who use WWCC issued email accounts for official college purposes and is designed to protect sensitive information, ensure the security of communication, and comply with privacy regulations.

IV. POLICY

A. Use of College-Issued Email Accounts

1. Email communication to students should be sent exclusively to their college-issued email addresses (e.g., @student.wbcc.edu). WWCC email accounts are the primary means for communicating official information and updates.
 - a. Students: Students must monitor their college-issued email accounts regularly for important announcements, course updates, administrative messages, and other official communications.
 - b. Staff & Faculty: Staff and faculty are responsible for using their college-issued email addresses for all college-related communications and will not use personal email accounts for official business.

B. Staff Email Forwarding Restrictions

1. Staff members are prohibited from forwarding official college emails to any external email account.
 - a. College emails should remain within the college's secure email system to maintain confidentiality and data integrity.
 - b. If a staff member needs to access emails remotely, they must use the provided official college-approved methods.

C. Email Security and Confidentiality

1. All college email accounts must adhere to strict security protocols. Any sensitive or confidential information must be transmitted securely, following institutional guidelines for protecting private data.
 - a. Confidential Information: Do not send sensitive or personally identifiable information via email unless it is encrypted or otherwise secured according to college security standards.

- b. Malicious / Phishing Emails: Staff and students must be vigilant against phishing emails and all other malicious threats. If you receive any type of suspicious email, report it immediately to the college's IT department.

D. College Email Usage Guidelines

- 1. The following guidelines are set for how email is to be used appropriately at WWCC:
 - a. Email accounts must not be used for illegal activities, harassment, or the distribution of harmful or inappropriate content.
 - b. Sending unsolicited emails or using email for marketing, commercial, or political purposes unrelated to college business is strictly prohibited.
 - c. WWCC issued emails accounts are not to be used for personal use.

E. Exceptions

- 1. Only the President of WWCC or a designated appointee is authorized to grant exceptions to this policy.

VI. COMPLIANCE

To ensure compliance with this policy, WWCC may perform periodic monitoring of systems, networks, and associated equipment at any time. Personnel using any WWCC information resources, consent to disclosing the contents of any files or information stored or passed-through WWCC's network and may be subject to monitoring.

A. Enforcement

- 1. Personnel and students using WWCC's information resources in opposition to this policy may be subject to limitations on the use of these resources, suspension of privileges (including internet access), as well as disciplinary and/or legal action, including termination of employment, or suspension of enrollment.
- 2. Employees, contractors, consultants, temporaries, partners, and all personnel affiliated via third parties shall sign an agreement to comply and be governed by this policy and the WWCC Information Security Policies upon hire and must be reviewed annually.

B. Violations

- 1. In conjunction with the Vice President of Human Resources, a Supervisor, Department Supervisor, Dean, or Vice President will address employee violations of this policy.
- 2. The Vice President of Student Services will address student violations of this policy in accordance with the Student Code of Conduct.

<p>Policy Contact: <u>Vice President of Administrative Services</u></p> <p>Approved by (Department/Body): <u>Dr. Chad Hickox, President</u></p> <p>Date Originally Approved: <u>December 16, 2025</u></p> <p>Last Reviewed/Revised on: _____</p>
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