

## **EMPLOYEE E-MAIL POLICY**

E-mail has been designated by Fuller Theological Seminary as a vehicle for official communication with all employees (faculty, administrators and staff). Information Technology Services (ITS) will establish and assign a *username@fuller.edu* e-mail address to *each employee*. This *username@fuller.edu* address will be the primary e-mail address for official seminary communications to individual employees. Therefore, employees are expected and responsible to check their *username@fuller.edu* address on a regular basis. For employees who do not have regular computer access as part of their position, department administrators/managers are responsible to provide computer access through a computer kiosk within the department or direct them to other kiosks elsewhere on campus in order for employees to gain access to their official seminary communication.

In addition to a *username@fuller.edu* address, the designated department administrator/manager will determine those staff-level positions (other than faculty and administrators) that require use of e-mail and assign a *position@dept.fuller.edu* address to be used by that position. A *position@dept.fuller.edu* address is only to be used for official department and seminary business purposes, not for personal use.

The seminary may publish these e-mail addresses, as it deems appropriate. Each employee's use of any seminary e-mail address and the seminary's computing, Internet, and communication resources is subject to the seminary's Acceptable Use Policy, its User Responsibilities for Secure Computing Policy, and its Community Standards Statements. Therefore each employee is expected and responsible to periodically review these seminary policies.

*Questions related to seminary technology policies should be directed to the seminary's chief information officer (CIO) at [cio@fuller.edu](mailto:cio@fuller.edu).*

Effective: January 18, 2008