

Bluegrass Community and Technical College Broadcast Email Policy

Introduction

Bluegrass Community and Technical College provides computer systems and email access for academic and administrative purposes. Access to all BCTC computing systems is a privilege, and every user is expected to use good judgment when using these resources

The Bluegrass Community and Technical College email system is an official means of communication, and all members of the college community should check their email on a regular basis. Email accounts are created and deleted according to the KCTCS Account Management Policy.

E-mail messages express the views of the individual author and may not reflect the views or opinions of the college as a whole.

Misuse: General

The Bluegrass Community and Technical College email system should not be used to send messages containing material that is fraudulent, harassing, sexually explicit, profane (including slang or abbreviated profanity), obscene, intimidating, defaming, or otherwise unlawful or inappropriate. All BCTC email users are encouraged to use discretion when sending email and avoid using the system as a platform to impose personal viewpoints on other users of the system. Violations will be handled with due diligence and could ultimately lead, where appropriate, to academic dismissal for students and termination of employment for faculty and staff.

Student violations will be referred to the Chief Student Development Officer, faculty violations will be referred to the Chief Academic Officer, and staff violations will be referred to the appropriate supervisor or Vice President.

Misuse: Broadcast Messages

Bluegrass Community and Technical College provides students, faculty, and staff the ability to send messages to the entire college or campus community using a public distribution list for example (BCTC Faculty, BCTC Staff, and BCTC Faculty and Staff); these types of messages are called Broadcast Messages. Whenever possible, the Information Technology Enterprise System (ITES) and/or the Point should be used in lieu of a Broadcast Message.

Broadcast Messages should clearly reflect the contents of the message in the subject line and have content of a nature similar to that posted on a physical bulletin board (for example, a meeting or event announcement).

Broadcast Messages should not be used to initiate a discussion or conversation, as the venue for political appeals, editorializing, or partisan (including issue-partisan) lobbying, or for personal financial gain in connection with outside (non-college) consulting, business, or employment.

Furthermore, users receiving Broadcast Messages should NOT use the 'Reply to all' button to respond. Improper use of Broadcast Messages will result in a reminder of appropriate use by the area vice president. Continued improper use may result in the suspension of access to send and/or respond to Broadcast Messages for a period to be determined by area leadership.

Procedures for Restricting Access to BCTC Broadcast Messages

When an employee is informed that he or she is being restricted from sending or responding to BCTC Broadcast Messages, the following process will be followed:

1. The designated authority will send an email to his or her local campus IT Support Director requesting Broadcast Message restrictions be applied to the employee in question. The email will state the following:
 - Employee's name
 - Employee's email user id
 - The date email restrictions will begin
 - The date email restrictions will be lifted
2. The IT Director will ensure the email id is removed from the BCTC global distribution lists, thereby removing the ability to send or respond to the global lists specified above.
3. A confirmation email will then be sent to the requesting authority to verify restrictions are applied.
4. The ability to send and respond to Broadcast Messages will be reinstated on the date requested, and an email notification will be sent to the appropriate supervisor informing him or her of the action.