

Unauthorized Email

Policy 500-11

Revision Date: 11/07/2011

POLICY PURPOSE:

To establish procedures for handling unsolicited email, also known as "spam," and other unauthorized email such as attacks, nuisance email, fraudulent email such as "phishing," and viruses. These guidelines will assure compliance with all applicable University Policies and with state and federal laws.

POLICY STATEMENT:

Use of email facilities for activities other than academic purposes or University business is not permitted, except insofar as such use is of an incidental, personal nature and does not place a burden on University resources. The University reserves the right to suspend the use of computing resources for any activities that are prohibited or illegal. All applicable University Policies and state and federal laws must be obeyed.

The following activities are prohibited:

1. Any activity that does not comply with campus Broadcast Email Policy.
2. Distribution of email that violates the University's sexual harassment policy, Student Conduct Code, or state and federal laws.
3. Distribution of unsolicited email for commercial purposes. Any activity related to email that does not comply with campus codes of conduct. Any email activity that interferes with the proper operation of the University computing infrastructure.
4. Any email activity that may significantly reduce the ability of others to use computing resources.
5. Any activity related to email that misrepresents the University.

The following activities are permitted:

1. Email that is part of a class activity or research that might appear to be commercial use, and is clearly identified as a class activity.
2. Email that supports the University Mission.
3. Email that is part of any professional activity that can be defined as academic or scholarly in nature.

RESOURCES AND REFERENCE MATERIALS:

[CSUN Information Security Incident Response Procedure 90-08-004](#)

[Policy 500-08 Security Attacks](#)

[Policy 500-10 Use of Computing Resources](#)

[Policy 850-01 Broadcast Email](#)

[Penal Code Section 484-502.9](#)

[Business and Professions Code Section 17530-17539.6](#)

FURTHER INFORMATION:

Vice President for Information Technology and CIO

APPROVED BY THE PRESIDENT