

DENTAL SCHOOL E-MAIL

UMB / DENTAL SCHOOL ACCEPTABLE USE POLICY

Background

Electronic communication is an important part of our every day work life. Most of the time, e-mail is useful and an efficient means of communication. Sometimes, e-mail can be a burden or annoyance. Many unwanted e-mails are now diverted by the CITS initiated Campus Anti-SPAM service. This is a service that is continually being reviewed, improved and updated.

Unfortunately, e-mail is sometimes just a bit too easy to send. Most of us do not realize that each and every e-mail places a small burden on our school's network and computer infrastructure. This burden increases with the size of the distribution list and with the size of the message. Adding attachments places a further burden on our computer network. One e-mail that is sent school wide (broadcast) with a 4MB attachment will consume approximately 2GB of computing resources. A 4MB attachment is the equivalent of a small PowerPoint file, a moderately sized picture or a very large document. Two GB of computing space is the equivalent of 500 or more songs saved in the popular mp3 format or all of the space allowed on a small iPod. E-mail storage can quickly and unexpectedly exceed its storage limit with just a few of these types of messages. Exceeding your storage limit can prevent you from a receiving an important message in a timely fashion.

There has been an influx in the number of electronic messages distributed School-wide. Therefore, it is necessary that we start to streamline this avenue of communication. The Internal Affairs Committee (IAC) has been asked to review the current UMB Acceptable Use Policy, develop Dental School specific guidelines and then inform all dental school personnel about these policies and guidelines. Our goals are simple, not meant to be intrusive and an attempt to ensure that our school is compliant with an acceptable and appropriate use policy and good computing.

UMB Information Technology Acceptable Use Policy on E-mail

VII. Electronic Mail (E-Mail)

Copyright laws, license agreements, USM and UMB policies, and state and federal law apply to e-mail. E-mail sent with the intent of disrupting communication or other system services is not allowed. The proliferation of unsolicited commercial e-mail (also known as UCE or "spam"), virus warnings, urban legends and electronic chain letters are not acceptable uses of UM IT Resources.

Broadcast e-mail, i.e., e-mail messages sent to a list of users in all schools and units of UMB, is forbidden unless approved by the President or his designee. Broadcast e-mail to users in a particular school or unit is prohibited unless permitted by the Dean of the school or Vice President of the unit, or that administrator's designee.

The primary purpose, and primary use, of e-mail using UM IT Resources is for UMB-related activities. Occasional use of e-mail for personal communications

during the business day is acceptable. Users are advised; however, that they have no right of privacy in personal communications sent or received using campus email. Such messages, like all other messages, are subject to monitoring and disclosure as stated above.

For the complete campus policy on acceptable use please refer to http://www.umaryland.edu/cits/policies/responsible_use.html.

Dental School Guidelines for the Use of E-mail

To supplement the UMB Policy, the IAC in collaboration with the Center for Information Technology and the Director of Communications have developed the following guidelines to aid in the interpretation and application of these rules:

1. The general use of distribution lists by individuals other than those approved is discouraged.
2. The use of a school wide distribution list (Broadcast e-mails) to disseminate personal or non-UMB related activities is not allowed except for emergency situations (e.g., lost wallet, keys).
3. Certain individuals in the dental school are responsible for transmitting specific types of information and have unrestricted access to the Dental school distribution list. A partial list of these individuals and their areas of responsibility is listed below.
4. Department Chairs, Division Heads and Dental School Committee Chairs on occasion may have information that requires rapid distribution to the entire school. These individuals or their designee may use the Dental School distribution list to inform the community about important activities limited to the scope of their authority.
5. There are other occasions when dental school personnel feel that they have a legitimate need to use the distribution list. The content of the information to be conveyed and the implications of mass distribution should be considered carefully.
6. If you feel that the Dental School community would benefit from having information that does not coincide with your scope of responsibility or authority, forward the information to Assistant Dean, Development and Alumni Relations for consideration for distribution.
7. If you are unsure about your authority to use a distribution list, please check with your Department Chair, Division Head or supervisor. Other inquiries or questions regarding your authority may be sent to Assistant Dean, Development and Alumni Relations.
8. Please be courteous and send e-mails only to those individuals who need or want to receive them. Please do not assume that this is true for the entire dental school community. Please also limit the size of e-mail by only including attachments that are necessary. When sending photo attachments, it may be prudent to reformat the images to a smaller file size (unless your recipient has requested a high-resolution file).

Authorized Global E-Mail Distribution Users

In general these individuals (or their designees) have full, unrestricted access to the Dental School's Global Distribution List:

Global Distribution Lists Users

Scope of Responsibility	User
General University and Dental School Announcements	Marcelena Holmes
Executive Announcements	Marcelena Holmes
Clinic/Patient Information	Lou Depaola Ron Chenette COB
School Related Policies	Marcelena Holmes Kent Buckingham Richard Manski
IT / Axium	Kent Buckingham
Dental School Web Site	Kent Buckingham Marcelena Holmes
Research Related Information	Dr Li Mao
Buildings, Facilities and Security	Kent Buckingham Marcelena Holmes
Continuing Education	Keith Goves
Department or Division News	Department Chair Division Head
Committee News	Committee Chair
Student News	DDS or DH Class Presidents
Classes, Curriculum and Student Affairs	Dr Carroll-Ann Trotman