10. Email

Overview

Describes the acceptable use of UAEU's email service.

Scope

Applies to all UAEU Faculty, Staff and Student members.

Objective

Ensures optimum and secure usage of email service by Faculty, Staff and Students.

Policy

1. Users should only use the official University email service for official business and should not use free email services such as Yahoo, Gmail and Hotmail.

2. Password sharing is prohibited.

3. Users shall use email forwarding with due care and should not forward Junk, SPAM or marketing emails.

4. Users are only allowed to send emails and attachments that are consistent with religious, cultural, political and moral values of the UAE. Users shall not send emails which may impact liability to UAEU or might damage UAEU's image or reputation.

5. Users are not allowed to send, reply, forward or distribute any email messages containing confidential information or is considered to contain material that breaches Intellectual Property Rights.

6. Users are not allowed to send, reply, forward or distribute any email messages containing virus attachments or malicious programs.

7. Users should not open SPAM email messages and should delete them.

8. Users are prohibited from using the Uuniversity email system for personal purposes.

9. Users are prohibited from participating in publishing emails for personal reasons, commercial or religious or political.

10. Users are prohibited from participating in publishing e-mails for charity causes without prior approval from the Federal entity.

11. Users are prohibited from using the University email system to impersonate someone else.

12. Users are prohibited from sending, redirecting, transferring, distributing or replying to e-mails when using another person's e-mail system.

13. Users are not allowed to enter any changes to the electronic message content, or change the date and time, or source, or party, or the label, or any other information.

14. Users must examine and verify that the files attached to email messages, do not contain viruses or malicious code.

	Information Technology Policies Manual	Policy Number	IT-10
جامعة الإمارات العربية المتحدة United Arab Emirates University		Effective Date	02-Mar-2014
	Subject	Most Recent Review Date	01-Dec-2013
UAEU	Email	Due Date for Next Review	01-Sep-2016
	Responsible Office: Chief Information Officer	Pages of this Policy	**2** of **2**

15. All outgoing emails should contain the Disclaimer statement footer as follow:

    "The content of this email together with any attachments, statements and opinions expressed herein contains information that is confidential in nature and intended for the named addressee(s) only. If you are not the addressee of this email or you have received this message in error please notify the sender and delete the message and any associated files from your system, you have no right to copy, print, distribute or use this email or any of its attachment, or permit or disclose its contents to any other party in any way, except with the prior approval of the sender. In case of breach of what has been explained above, you will be exposed to legal accountability"

16. Confidential information shall only be exchanged via email in line with the Data Classification and Information Handling procedures.

17. Users shall use UAEU approved signatures and disclaimers with all emails.

18. Users shall not register UAEU email address with Websites for non-business purposes.

19. Users shall not use automatic forwarding to or from external email addresses.

20. Users are allowed to check their private email accounts, but are not allowed to upload any UAEU's information to their private email account.

21. Mass email communication on the UAEU network is not allowed unless authorized by UAEU management.

22. When using e-mail on a mobile device such as a Smart Phone, the mobile device should be provided with a password lock security feature activated automatically when device is idle.

23. If a user intends to sell the mobile device which contains University emails, the user should inform UITS before selling the mobile phone or giving it to another person so as to delete email information of federal entity from the mobile device.

24. Users must sign a Non-Disclosure Agreement form, which defines the responsibilities and security settings that must be applied when using the e-mail system through a mobile device, as mentioned above.