UNIVERSITY of MOUNT UNION
Be Exceptional

Policy Type: Administrative
Applies to: Faculty and Staff

POLICY DATES

Issued: February 2015
Revised: March 2020
Edited:
Reviewed: March 2020

This policy covers proper usage of the campus voicemail system.

Table of Contents

Definitions

Term	Definition
Unified Communication	Enterprise communication including instant messaging, voice, voicemail, presence, mobile communications. Currently Skype for Business is used.

Policy Details

Permissible uses of Unified Communication

The University of Mount Union provides Unified Communication tools to its faculty and staff for institutional, educational, research, and internal business purposes. Members of the Mount Union community should limit their use for professional business purposes. The use of Unified Communication at Mount Union should comply with the other university policies regarding computing facilities and disclosure of information. This includes Mount Union policies on the authorized use of public computing facilities, ethical conduct for computer use and handling of confidential information.

Confidentiality

The University of Mount Union cannot guarantee the confidentiality or privacy of unified communication messages. Decisions as to what information to include in such messages should be made with this in mind. Administrative Activities: Mount Union reserves the right to conduct routine maintenance, track problems, and maintain the integrity of its systems. As is the case with all data kept on the University Unified Communication System.

Monitoring: The University of Mount Union does not monitor the contents of Unified Communications as a routine matter. However, such monitoring may be conducted when required to protect the integrity of the systems or to comply with legal obligations.

Directed Access: The University of Mount Union reserves the right to inspect the contents of Unified Communication Systems in the course of an investigation triggered by indications of impropriety or as necessary to locate substantive information that is not more readily available by some other less intrusive means. The University of Mount Union will comply with all legal requirements for access of such information.

Unified Communications Appropriate Use

The purpose of this policy is to promote the appropriate and productive use of Mount Union's unified communication system, including IM, voicemail, presence, etc. in an efficient, ethical and lawful manner, consistent with University policies. Most of these guidelines follow the general rules of common sense and common courtesy and may be amended or added to at any time. This policy provides an overview of uses of the University Unified Communication system without exhaustively enumerating all such uses and misuses. This is intended as an addition to existing University policies, including those on academic honesty.

Respect the privacy of others.

Applies to: Faculty and Staff

Do not use the University Unified Communication system to defame, harass, intimidate or threaten any other person(s), or to send unnecessarily repetitive messages (for example, chain mail). Do not publish, post, transmit, or otherwise make available content that is copyrighted, obscene, or legally objectionable.

Do not give your password to anyone or allow anyone else to access your account. Do not use anyone else's password or account access. Remember, you are responsible for whatever occurs relating to your account.
Do not forge or otherwise misrepresent your personal identity.

PROCEDURE

Enforcement of this policy
Violations of this policy will be adjudicated, as appropriate, by Security, Information Technology and/or Human Resources. Sanctions as a result of violations of these regulations may result in any or all of the following:

Suspension or loss of the University Unified Communications privileges.
University disciplinary sanctions as set out in the employee handbooks; monetary reimbursement to the University or others; prosecution under applicable laws.

In the event of a possible violation of this policy, system privileges may also be suspended in the discretion of the University while the matter is being resolved.

Responsibilities

Position or Office	Responsibilities
Information Technology	Maintaining Unified Communication System (Skype, etc.)

Resources

Contacts

Subject	Office	Telephone	E-mail/URL
Executive Director of IT & CIO	Information Technology	(330) 823-2844	**IT@mountunion.edu**

History
All changes must be listed sequentially, including edits and reviews. Note when the policy name or number changes.
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