The American University of Kurdistan
Email Policy

Policy Number: IT001
Effective Date: November 13, 2022

CONTENT

I.   INTRODUCTION

a. **Authority**: The Board of Trustees (herein referred to as "Board") at The American University of Kurdistan (herein referred to as "AUK" or "University") is authorized to establish rules and regulations to govern and operate the University and its programs.

b. **Purpose**: The purpose of this policy is for proper use, and access of email at AUK.

c. **Scope**: This policy applies to all members of AUK who are entitled to email services.

II.   ROLES AND RESPONSIBILITIES

a. **Responsible Executive**: Vice President for Administration and Finance

b. **Responsible Administrator**: Director of ARD

c. **Responsible Office**: Office of Provost

d. **Policy Contact:** Office of Provost

III.   POLICY STATEMENT

AUK email accounts are provided to all faculty, staff, students, and alumni based on the rules outlined in this policy.

IV.   POLICY PROCEDURES

   a.   AUK email services are primarily intended for use in conducting university related work. Use of the AUK email account is not private and subject under adverse circumstances to review by the University.
   b.   Usage must not adversely impact the performance and security of the University systems and networks.
   c.   Regarding mass email messages, only the authorized employee can send emails to the groups and must be approved by the appropriate unit head/dean/vice-president. Only the IT department has access to give permission for mass emails.
   d.   Emails must not be used to send inappropriate and potentially offensive content.
   e.   Academic freedom and freedom of speech are upheld.
   f.   Emails must not be used to threaten, intimidate or harass others.
   g.   Upon resignation or termination, employees are not to delete AUK-related emails to maintain an archive for successors.
   h.   Upon resignation/termination of an employee or a student graduating, the IT department will disable the email with some exceptions as per the approval of the VP/President.

V.   POLICY HISTORY

a.   **Approved by**: Board of Trustees

b.   **Adopted**: November 13, 2022