



ELECTRONIC COMMUNICATION POLICY

Policy Number: 2.4002

Subject Area: General College Policies/Administration

Adopted: 03/23/2015

Revised: 07/28/2025

I. Purpose

The Electronic Communication Policy outlines the obligations of every individual affiliated with Kaskaskia College who utilizes electronic communication tools to uphold the security and accuracy of the college's systems and data.

Electronic Communication, encompassing methods like email, instant messaging, voice, and audio/video conferencing, serves as a vital channel for communication within and outside Kaskaskia College. It facilitates the swift and effective handling of college affairs. Adherence to this Policy guarantees proper management, integrity, and security of Institutional Data, fostering confidence among recipients of Electronic Communications regarding the credibility and authenticity of their sources. This, in turn, enhances and protects the college's reputation.

Departments may impose more stringent procedures as they deem appropriate or necessary to preserve the college's data.

II. Authority

The Chief Information Officer (CIO) or their designee, is the coordinator of the Information Security Program at Kaskaskia College. The CIO, or designee, is responsible for working with Administrators from all areas of the College to implement information security practices in accordance with all legal requirements and industry best practices. CIO reports to the President of the College. The President reports to Kaskaskia College's Board of Trustees. The Kaskaskia College Board of Trustees are ultimately responsible for all policies of Kaskaskia College.

The authority for implementation and enforcement of this Electronic Communication Policy is based on the Information Security Policy, effective June 12, 2024.

III. Scope and Audience

The scope of this Electronic Communication Policy applies to all data and communication that can be transmitted and/or received via email, instant messaging, voice or videoconferencing and the devices used in the process. The audience of this policy is any, faculty, staff, student, affiliate, and/or vendor, who performs College business on behalf of Kaskaskia College.

All official communications from Kaskaskia College will take place via college-provided email addresses. Students, faculty, and staff are responsible for regularly checking their college email accounts for important notifications, announcements, and other communications.

IV. Control Requirements

The following are foundational and fundamental control requirements that all schools and business units must follow. College schools or business units that have additional regulatory or contractual requirements may require specific control requirements or capabilities in addition to what is defined below.

1. An Electronic Communications Platform approved by Kaskaskia College's Information Technology (IT) department must be used whenever college business is conducted.
2. Any Electronic Communications Platform not approved by the College's IT department may be submitted to the Information Technology department for consideration. The IT department and CIO will ensure communications platforms comply with applicable policies, standards, laws, and regulations to minimize the risk of Institutional Data being inadvertently disclosed to unauthorized individuals or entities.
3. Electronic communication records (e.g., emails, instant messages, voice, and videoconference recordings) that contain confidential information may not be copied or downloaded to any devices or data storage platform that is not approved and secured according to IT department policies.
4. Emails including, but not limited to, calendar entries and invitations, file attachments, and other Institutional Data shall not be automatically forwarded through any means to a non-approved third-party or affiliated Electronic Communications Platform and/or email domain.

V. Definitions

Electronic Communications: refer to the transmission, reception, and storage of information through electronic means. This encompasses a wide range of technologies including email, instant messaging, voice over IP (VoIP), video conferencing, social media, and other digital communication tools.

Electronic Communications Platform: is a digital infrastructure or service that facilitates electronic communications. Examples include email services like Microsoft Exchange 365, messaging apps like Slack or Microsoft Teams, video conferencing tools like Zoom or Skype, and social media platforms used for professional and educational purposes. These platforms enable the exchange of information, collaboration, and interaction in a secure, efficient, and often real-time manner.

Institutional Data: refers to all data or information created, collected, maintained, or owned by an institution in its operations. This data can include Academic Records, Administrative Records, Research Data, Operational Data, Health and Safety Data, Communication Records, Legal and Compliance Data. Institutional data is considered a valuable asset and must be managed, protected, and used in accordance with applicable laws, regulations, and institutional policies to ensure its confidentiality, integrity, and availability.

All data that the College is responsible and accountable for protecting. This data includes, but is not limited to, data the College owns, collects, intellectual property owned by faculty or others, staff data, student data, faculty data, research data, personal information, alumni data, vendor and contractor data, and data that the College shares or provides to third parties for storage, processing, and analysis.

College-owned Systems or Devices: refer to any hardware, software, or digital infrastructure owned, provided, or managed by the college to facilitate communication and conduct college business. College systems and devices are subject to the college's IT policies, ensuring they are used responsibly, securely, and in compliance with institutional guidelines and legal requirements. These systems and devices may be used personally if they do not interfere with the college's business or violate college policies/procedures.

College Network: refers to the comprehensive digital infrastructure provided and managed by the college to facilitate communication, data exchange, and access to resources within the institution. This network encompasses a range of hardware, software, and services designed to support the academic, administrative, and operational functions of the college.

VI. Updating The Electronic Communication Policy

The Electronic Communication Policy will be reviewed per the institutional policy review calendar by the CIO and a working group comprised of appropriate staff members. The policy may be reviewed and updated more often if circumstances arise that require significant changes to the policy.

VII. Related Kaskaskia College Policies and Procedures

- Acceptable Use of Kaskaskia College Resources Policy
- Payment Card Industry Data Security Standards Policy and Procedure
- Family Educational Rights and Protection Act (FERPA)
- Freedom Of Information Act (FOIA)

VIII. Contact Us

For questions or suggestions about our Electronic Communication Policy, contact privacy@kaskaskia.edu.

Approval History:

Replaces Email Policy 4.66 - Approved March 23, 2015

Replaces Email Policy 2.4002 - Approved July 28, 2025