Arab Academy for Science, Technology & Maritime Transport

AASTMT E-mail Use Policy

Classification	Information Security
Version	1.0
Status	Not Active
Prepared Department	Computer Networks and Data Center
Approved Authority	AASTMT Presidency
Release Date	19/4/2015
Effective Date	19/4/2015

Overview

Email and text messages are quickly becoming the most globally used form of communication. Text communications are a quick and easy way to contact multiple people at the same time with the same message, allow us to send files without wasting paper, and can help us to get important and emergency messages.

Purpose

The purpose of this policy is to ensure the proper use of AASTMT email system and make users aware of what AASTMT deems as acceptable and unacceptable use of its email system to prevent tarnishing the public image of AASTMT When email goes out from AASTMT. AASTMT reserves the right to amend this policy at its discretion. In case of amendments, users will be informed appropriately.

Scope

This policy covers everyone who works for or on behalf of AASTMT and have an account at (*.aast.edu) domain or sub-domains.

Policy

- ✓ Only business email messages shall be used by AASTMT email system.
- ✓ All business communication related to AASTMT should be through AASTMT email system.
- ✓ It is strictly prohibited to send or forward emails containing libelous, defamatory, offensive, racist or obscene remarks. If you receive an e-mail of this nature, you must promptly notify your supervisor and AASTMT responsible person (abuse@aast.edu).
- ✓ Confidential and sensitive information should not be transmitted by e-mail, unless it is secured through encryption or other secure and authenticated means.
- ✓ Do not select a short, trivial email login password. Passwords must meet complexity requirements (for more information, kindly review AASTMT password policy).
- ✓ Do not send unsolicited email messages (spam email).
- ✓ Do not forge or attempt to forge email messages (email spoofing) .
- ✓ No one is to use another individual account without his permission
- ✓ Do not open emails or attached files from unknown, suspicious, or untrustworthy sources. If you are not expecting to receive it or are not absolutely certain about source, do not open it.
- ✓ Try to limit your attachment size to facilitate queuing and passing through the email system.
- ✓ Critical and important messages that need to be distributed to all AASTMT employees must be approved.
- ✓ Any Postings to newsgroups should contain a disclaimer stating that the opinions expressed are strictly their own and not necessarily those of AASTMT, unless posting is in the course of business duties.
- ✓ Do not disguise or attempt to disguise your identity when sending mail.
- ✓ Messages to be generated by a production application, and sent on a schedule to a specific groups of users, require a one-time advance approval.

Monitoring

For your safety and the safety of AASTMT network and information, all emails that passes through the email system is automatically scanned and monitored by administrative privileges and by many levels. AASTMT mail members shall have no expectation of privacy in anything they store, send or receive on AASTMT email system.

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AASTMT has the capability and reserves the right to access, review, and copy or delete any messages for any purpose. AASTMT may monitor messages without prior notice. AASTMT is not obliged to monitor email messages.

Enforcement

Beyond this security policy you should make sure you have a solid understanding of other AASTMT security policies and roles. Any person found to have violated this policy may be subject to disciplinary action, up to and including termination of employment.

Revision History

Null.

Related Policies

✓ AASTMT Acceptable Use Policy.
✓ AASTMT Internet Use Policy.
✓ AASTMT User ID and Password Policy.
✓ AASTMT VPN Policy.
✓ AASTMT Wireless Policy.