



Effective Date	Date of Revision
3-15-05	

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Issue
ELECTRONIC PRIVACY

UNIVERSITY POLICY STATEMENT

All users of University information technology resources as defined in Chapter 15.2 of the policies of the Board of Regents have a right to know the extent and limitations of personal privacy resulting from the authorized use of information and technology resources at Eastern Michigan University. The University must maintain the integrity, continuity and security of its electronic information and communication infrastructure as well as the data contained or transmitted by this infrastructure. This is for the benefit of all persons depending upon the continuous availability, security and integrity of the University electronic infrastructure and data.

A communications device, telephone, computer, workstation or other computing or electronic device owned by the University, and any other device attached to the University networks, holding University data, or used in conducting University business, is subject to scanning, monitoring and searching by the University:

- to maintain the security of the infrastructure and data, or
- when required by law, or
- to ensure legal compliance, or
- when reasonable grounds exist to believe an individual has caused a violation of law or published University policies, rules, regulations, procedures and information concerning the violation is transmitted or stored by the University information infrastructure or on an attached device, a device holding University data, or a device used for conducting University business, or
- when reasonable grounds exist to believe it is necessary to prevent substantial personal injury or property damage, or
- for billing purposes.

The University will otherwise accommodate reasonable personal privacy expectations for the lawful electronic activities and lawful electronic records or files of authorized users of University information technology resources, subject to this policy, the law and the requirements and needs of maintaining the integrity, continuity and security of that infrastructure, and within the reasonable limits of the related technologies.

The University ordinarily does not monitor electronic communications of individuals during transmission or storage on University information infrastructure and will do so only for the reasons stated in this policy or other published University policies, rules, regulations and procedures not in conflict with this policy. No one shall monitor any communications, files or electronic activities of another for any reason not authorized herein. Violations of this policy and the lawful regulations procedures established under the authority of this policy may result in appropriate disciplinary actions, as well as incur civil or criminal liability.

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UNIVERSITY PRACTICE

University practices are established which define the reasonable expectations of personal privacy, the extent of such expectations, and the limits to those expectations, for all authorized users of University information and technology resources, with due regard to the allowances and requirements of law and the security of the University information infrastructure and all its components.

RESPONSIBILITY FOR IMPLEMENTATION

The Chief Information Officer shall create regulations and procedures, with the advice of Legal Affairs, to cause the implementation of this policy.

SCOPE OF POLICY COVERAGE

This policy shall cover all persons or entities accessing University information and technology resources.

Authority for Creation or Revision

Minutes of the Board of Regents: March 15, 2005, para. .6412M.