a. : The Board of T

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

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.

a.   : Board of Trustees

b.   : November 13, 2022