NAU NORTHERN ARIZONA UNIVERSITY

Policy News You Can Use

NAU's University Policy Program

Northern Arizona University's effort to revise and refresh its university-level policy system continues. Visit the University Policy Library to learn more and to familiarize yourself with this important resource.

Policy Spotlight

Electronic Mail

NAU has implemented an important new Electronic Mail policy. All university email account users should know and comply with this policy. All executive leaders and supervisors are responsible for communicating this policy to their team members.

In particular, all NAU employees should know:

- **NAU's email service is a public resource owned by the State of Arizona**

- **NAU email accounts are a privilege subject to the user's compliance with applicable law and policy**

- **Incidental personal use of NAU email accounts is allowed, provided that it does not violate applicable law or policy or impede the University's mission**

- **Employees should not use their NAU email address or account to establish or manage third-party service provider personal log-in credentials or accounts**

- **Employees may not use their NAU email account to conduct personal for-profit business or commercial activity**

- **Employees may not use their NAU email account to attempt to influence the outcome of any election or to advocate in support or opposition of any pending or proposed legislation**

- **Using a personal email account to conduct official NAU business is prohibited**

- **NAU email accounts carry no expectation of personal privacy and their security or confidentiality cannot be guaranteed**

- **The contents of NAU email accounts are generally subject to disclosure under Arizona's public records laws**

Provide Your Feedback

Newly revised University Policies are listed on the New University Policies web page. Policies under active development are listed on the Policies Under Review page. Policies awaiting action are listed on the Policy Development Queue page. Use the feedback form or send an email to provide your input on a policy or the policy program.

Questions, comments, suggestions? Please email us at Policy@NAU.edu.