



RKSD COLLEGE, KAITHAL

("A" Grade, NAAC Accredited)
Affiliated to Kurukshetra University Kurukshetra

Email Policy

This policy document is to be read in conjunction with email policy. The basic purpose of the Information Technology facilities of the College is to support the following.

1. Support and enhance the educational mission of the College.
2. Enrich the educational experience of the students, faculty, and staff of the College.
3. Enhance the research and other academic activities in the College.
4. Enable to realize office automation in the College.

These facilities are required for research activities, courses, and assignments as well as assignments, examinations, etc and office automation for smooth running of the College.

Purpose

RKSD College currently utilizes a Google-based system using rksdcollege.ac.in domain name pursuant to an agreement between the Institute and Google, Inc. ("Gmail Accounts"). Collectively this is known as "Email Account."The purpose of this policy is to ensure the proper use of this service.

- Email users have the responsibility to use this resource in an efficient, ethical, and lawful manner.
- Use of College Email Accounts evidences the user's agreement to be bound by this policy.
- In the event a College employee holds multiple College Email Accounts, the most stringent rules.

Policy Statement

- College Email Accounts on G-Suite are to be created based on the official name of the staff or faculty member as reflected in the Service Registers. Student accounts are to be created based on the roll number and name on file with the academic section.
- The College owns all College Email Accounts. Subject to underlying copyright and other intellectual property rights under applicable laws and College policies, the College also owns data transmitted or stored using the College Email Accounts.
- While the College will make every attempt to keep email messages secure, privacy is not guaranteed, and users should have no general expectation of privacy in email messages sent through College Email Accounts.




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- Email messages held under Gmail Accounts will be subject to Google's storage and retention policies, which may change from time to time, with or without notice.
- Individuals should not rely on an email account to archive data and each person is responsible for saving individual messages and attachments as appropriate.
- It is the responsibility of employees to preserve College. Records, including emails or instant messages in particular circumstances.
- College Email Accounts are currently not backed-up. Server room or College is not responsible for any loss of data.
- Individuals may leave the College for a variety of reasons, invariably, an email account is deactivated/suspended within one month of the member leaving the College (with due notification to the user).
- With respect to College Email Accounts, the exchange of any inappropriate email content (e.g.: Political activities, specifically supporting the nomination of any person for political office or attempting to influence the vote in any election)

This policy applies to all individuals who use or maintain an RKSD College provisioned email account.


Principal
R.K.S.D. College
KAITHAL