



REGULATION TITLE:

Email Management and Use

APPLIES TO:

Students, Faculty, Staff, and all others who use KSU email resources

ADMINISTRATIVE AUTHORITY:

Chief Information Officer (CIO)

Department of Information Technology (IT)

APPROVED BY:

Kentucky State University Board of Regents

EFFECTIVE DATE:

August 8, 2025

NEXT REVIEW DATE:

August 8, 2028

REGULATION STATEMENT:

This regulation implements the Email Policy by providing the specific rules and procedures for the creation, security, acceptable use, and lifecycle management of all KSU email accounts.

DEFINITIONS:

Group/Departmental Account

An email account assigned to a university unit rather than an individual.

Emeritus Account

An email account provided to a faculty member who has been granted emeritus status.

Consultant/Contractor Account

A temporary email account provided to a non-employee for official KSU business.

PROCESS:

Account Creation and Naming

- Employee email accounts are created based on the official name in Human Resources records.
- Student email accounts are created based on the official name in the Registrar's records.
- Requests to change an email account name to correct an error or reflect a legal name change will be made to match official KSU records.

Account Security and User Responsibility

- Users must not share their email account passwords.
- Users are fully responsible for all activity performed by their email account.
- If a user becomes aware of a security breach involving their email account, they must immediately notify their Department Head and the IT Help Desk.
- IT has the authority to disable any user's email access if a security breach occurs or is suspected.

Acceptable and Unacceptable Use

- Incidental personal use of KSU email is permitted, provided it does not interfere with KSU operations or an individual's duties.
- Use of email must not violate the Institutional Ethics and Code of Conduct or the Appropriate Use of Technology Policy. This includes a prohibition on displaying or transmitting sexually explicit, harassing, or discriminatory content.

Mass Email

- Only Marketing, Public Relations, and other personnel designated by the President may send emails to the entire campus (all staff, faculty, or students).
- Any email intended for a mass campus audience must first be approved by the sender's divisional Vice President before it is sent to Marketing or Public Relations for distribution.

Account Lifecycle Management

- **Special Accounts:**
 - Requests for group or departmental email accounts require prior authorization from Public Relations/Marketing before being sent to IT.
 - Requests for emeritus email accounts require prior authorization from Academic Affairs.

- Consultant or contractor accounts require a demographic record on file with HR and an active employee sponsor.
- **Termination of Employment:** When an employee terminates employment, HR will notify IT to disable the employee's account on their last day of employment.
- **Inactive Accounts:**
 - For security purposes, an employee or group email account that has not been logged into for 180 days will be disabled, unless a special exception is granted.
 - For security purposes, a student account that has not been logged into for 2 years will be disabled, unless a special exception is granted.

REFERENCES AND RELATED MATERIALS:

- Email Policy

CONTACTS:

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General Questions	Office of the CIO	(502) 597-7000	Wendy.Dixie@kysu.edu

HISTORY:

Revision Type	Date of Issuance/Revision	Drafter(s)/Editor(s)
Issued (New Regulation)	June 2025	Wendy Dixie and Zach Atwell
