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**POLICY TITLE:**

**Email**

**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**

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**POLICY STATEMENT:**

Kentucky State University (KSU) provides an official email system to support its educational, research, and administrative mission. All data transmitted or stored in the university's email system is the property of the University. This policy establishes the framework for the use of KSU email, defines the university's access rights, and clarifies the legal status of email records to ensure compliance, security, and responsible use.

**DEFINITIONS:****University Email System**

The official electronic messaging system and resources provided by KSU for communication.

**Incidental Personal Use**

Limited personal use of the University Email System that does not interfere with university operations, burden KSU with incremental costs, or interfere with the user's employment or other obligations to KSU.

## PROCESS:

### University Ownership and Access

- While KSU encourages the use of email and respects user privacy, email messages and all data within the University Email System are the property of KSU.
- There should be no expectation of privacy or confidentiality for messages and documents stored on KSU-owned equipment.
- KSU management may access email accounts for legitimate institutional purposes. Access for the following reasons requires prior approval from the Office of the General Counsel or the President:
  - Retrieving business-related information.
  - Investigating reports of violations of KSU policy or law.
  - Complying with legal requests for information (e.g., subpoenas or open records requests).

### Status as a Public Record

- Email constitutes a public record and is subject to disclosure under the Commonwealth of Kentucky Open Records Act and other applicable laws.
- Email also constitutes a university record subject to KSU's records retention policies.

### Sanctions for Violations

Violations of this policy or its implementing regulation may result in the restriction of access to KSU technology resources, in addition to any disciplinary action applicable under other university policies, up to and including dismissal.

### Implementation

The specific rules for account creation, security, acceptable use, and lifecycle management are detailed in the Email Management and Use Regulation.

## REFERENCES AND RELATED MATERIALS:

- KSU Email Management and Use Regulation
- KSU Appropriate Use of Technology Policy
- Kentucky Open Records Act
- KSU Open Records Policy

## CONTACTS:

Subject	Office	Telephone	E-mail
General Questions	Office of the CIO	(502) 597-7000	<a href="mailto:Wendy.Dixie@kysu.edu">Wendy.Dixie@kysu.edu</a>

**HISTORY:**

Revision Type	Date of Issuance/Revision	Drafter(s)/Editor(s)
Issued (New Policy)	May 2016	Unknown
Revised (New Template and Minor Revisions)	June 2025	Wendy Dixie and Zach Atwell

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