Classification: Information Management and Technology
Approving Authority: President
Responsible Authority: Vice President of Administration and Finance
Implementing Authority: Information Technology Department
Effective Date: May 2025
Review: April 2028

Electronic Communications - Policy & Procedures

1.0 Purpose

1.1 The purpose of this policy is to regulate the usage of electronic communication resources, specifically email and messaging platforms, provided by AUIB to staff and faculty. It aims to ensure their efficient and responsible use in support of university activities, while maintaining professionalism and safeguarding sensitive information.

2.0 Scope

2.1 This policy applies to all AUIB staff and faculty members and governs the use of AUIB-issued email accounts, devices, software, and the university's network infrastructure. It also extends to the use of any electronic communication channels provided by the university.

3.0 Definitions

3.1 AUIB-issued email accounts - Email addresses assigned to AUIB staff and faculty for professional purposes, typically under the university's official domain (e.g., @auib.edu.iq).

3.2 Confidential information - sensitive university data, including but not limited to, student records, financial information, research materials, and any information classified as confidential under AUIB's data protection policies.

3.3 Secure channels - approved methods of transmitting data that ensure integrity and confidentiality, such as encrypted email services or AUIB's secure file-sharing platforms.

3.4 University network infrastructure - the digital and physical network systems managed by AUIB to provide internet access, internal communication, and resource sharing across its campuses.

4.0 Policy

4.1 Staff and faculty members are provided with university-assigned email accounts for professional communication related to their duties at AUIB. These accounts should only be used for university-related correspondence and communication with colleagues, students, and administrative departments.

4.2 Email accounts are to be used solely for official AUIB activities. Personal use, including registering personal social media accounts with the university email, is prohibited.

4.3 All electronic communication must reflect professionalism. Staff and faculty are expected to use clear, respectful language, appropriate salutations, signatures, and respond to emails within a reasonable timeframe.

4.4 Staff, faculty, and students are strictly prohibited from registering personal social media accounts using their assigned university email addresses or university-issued SIM cards.

4.5 Users are responsible for ensuring the confidentiality and security of sensitive information shared through electronic communication channels. Confidential data should not be shared unless encrypted or transmitted through secure channels as per AUIB's data protection guidelines.

4.6 Staff and faculty must comply with university policies regarding the protection of electronic communication, including the handling of sensitive or confidential information.

5.0 Procedures

Email Account Setup and Access

5.1 New staff and faculty will be issued official email accounts during their onboarding process.

5.2 Account credentials will be provided by the IT department and must not be shared with unauthorized individuals.

Professional Email Usage

5.3 Users must use AUIB-assigned email accounts exclusively for university-related communications.

5.4 Email correspondence should adhere to professionalism, including proper salutations, respectful language, and appropriate formatting (e.g., official signatures).

Monitoring and Security

5.5 AUIB reserves the right to monitor university email accounts and communication channels to ensure compliance with this policy.

5.6 Users must report any suspected security breaches or unauthorized access to the IT department immediately.

5.7 Staff and faculty must ensure sensitive information is encrypted or shared via secure channels as defined by the IT department.

Prohibited Uses

5.8 Registering personal social media accounts or other non-work-related accounts with AUIB email addresses is strictly prohibited.

5.9 Misuse of university email or communication channels for personal gain, harassment, or any activity that violates AUIB's code of conduct will result in disciplinary action.

Policy Violations

5.10 Any violation of this policy may result in temporary suspension of email privileges, disciplinary action, or termination of employment, as determined by AUIB's HR policies.

5.11 Appeals regarding disciplinary actions must follow the grievance procedures outlined in the AUIB employee handbook.

Related Policies and Documents
Acceptable Use Policy