

# Guidelines for Faculty and Staff Use of Communication Media

Virginia Commonwealth University provides communication media (including telephones, facsimile machines and Internet facilities, including electronic mail and the World Wide Web) to its faculty and staff for the purpose of conducting university business. Limited personal use of local telephone service and Internet facilities is acceptable only if such use does not interfere in any way with the performance of any employee's work duties.

Employees of Virginia Commonwealth University are expected to recognize that the contents of electronic messages and World Wide Web pages bearing the university's address reflect on the university, and accordingly to exercise appropriate professional judgment in these communications. Electronic communication media are inherently insecure and therefore should not be used to transmit confidential material. Under no circumstances may university communication facilities be used for purposes contrary to state or federal law or in violation of state or University policy.