

IEEE ELECTRONIC MAIL POLICY

The following document was developed by the Electronic Mail Policy Committee to encourage the appropriate use of electronic mail (e-mail) at the IEEE while providing flexibility and appropriate control. This document includes the IEEE Electronic Mail Policy, procedures for implementing the policy, acceptable use practices, and network etiquette.

1.0 Policy

1.1 It is the policy of IEEE to encourage and promote the responsible use of electronic communications in the administrative, business, and technical operations of the Institute. Further, it is the policy of the IEEE to protect the privacy of individual users, the security, reliability, and privacy of the IEEE's systems and networks as well as the networks and systems of others. To facilitate this policy, the IEEE will provide, upon request, as a privilege to IEEE members, a personal e-mail alias for their exclusive use. Staff will also be provided an e-mail alias for their use. Groups of e-mail aliases assembled as an electronic mail list are to be used solely for the purpose of conducting IEEE business. Further, electronic mail lists (e-mail lists) are not for sale and are not to be used for electioneering or transmitting unsolicited commercial e-mail. Through the acceptance or use of an IEEE e-mail alias or e-mail list, an individual thereby agrees to abide by the procedures, acceptable use practices, and network etiquette contained herein.

1.2 WHILE THE IEEE WISHES TO PROMOTE THE PRIVACY OF INDIVIDUAL MAIL USERS CONSISTENT WITH ITS E-MAIL POLICIES, THE IEEE CANNOT GUARANTEE THE SECURITY OR PRIVACY OF THE IEEE'S SYSTEMS AND NETWORKS OR THE NETWORKS AND SYSTEMS OF OTHERS. THE IEEE RESERVES THE RIGHT TO MONITOR E-MAIL USE TO ENSURE COMPLIANCE WITH ITS POLICIES. USERS SHOULD CONSIDER WHETHER IT IS APPROPRIATE TO USE E-MAIL FOR CONFIDENTIAL MESSAGES.

1.3 E-MAIL IS A PRIVILEGE, NOT A RIGHT. THE IEEE RESERVES THE RIGHT TO DISCONTINUE E-MAIL ALIAS OR E-MAIL LIST SERVICE, WITH OR WITHOUT WARNING, FOR ANY REASON INCLUDING, BUT NOT LIMITED TO, VIOLATIONS OF THIS POLICY. AN IEEE E-MAIL ALIAS DOES NOT AUTHORIZE THE RECIPIENT OR USER TO REPRESENT THE IEEE OR TO ACT ON BEHALF OF THE IEEE. THE IEEE RESERVES THE RIGHT TO MODIFY THIS POLICY AT ANY TIME, FOR ANY REASON DEEMED APPROPRIATE BY THE EXECUTIVE STAFF.

1.4 A USER MUST BEAR RESPONSIBILITY FOR HIS OR HER USE OF E-MAIL. THE IEEE CAN ACCEPT NO RESPONSIBILITY OR LIABILITY

FOR ANY ACTIONS OF THE ALIAS RECIPIENT OR USER OR FOR ANY CONSEQUENCES RESULTING FROM USE OF E-MAIL, INCLUDING BUT NOT LIMITED TO, MISADDRESSED, LOST OR UNDELIVERED E-MAIL MESSAGES. THE IEEE WILL COOPERATE WITH AUTHORITIES CONDUCTING A LEGAL INVESTIGATION, OR OTHER OFFICIAL INQUIRY, INTO ILLEGAL ACTIVITIES OR UNLAWFUL ACTS ASSOCIATED WITH THE USE OF AN IEEE E-MAIL ALIAS OR E-MAIL SERVICE.

2.0 Definitions

2.1 [Acceptable Use Practices](#) - Guidelines that define the proper use of e-mail, e-mail aliases, and electronic mailing lists (e-mail lists). A copy of this document is forwarded to each e-mail alias recipient and mailing list owner (defined below). The mailing list owner is responsible for the dissemination of the document to all list members.

2.2 E-mail alias - The name that refers to an individual electronic mailbox or other entity such as an electronic mail list. An e-mail alias is made up of a name field and a domain (e.g., name field@domain). E-mail sent to an e-mail alias is forwarded to the electronic address or mailbox of the individual or entity.

2.3 E-mail list - A collection of e-mail addresses representing people or a specific group, assembled together and identified by a unique e-mail alias (e.g., corp97-bod@ieee.org). Any information sent to this alias is distributed to all e-mail addresses and/or e-mail aliases on the list. An e-mail list may also be referred to as a "reflector" or "majordomo list."

2.4 E-mail list alias - The unique name that refers to a collection of e-mail addresses and/or e-mail aliases assembled together (see e-mail list).

2.5 E-mail list owner - Person responsible for the maintenance and integrity of an individual e-mail list (e.g., owner-corp97-bod@ieee.org).

2.6 Functional alias - An e-mail alias that represents a department, conference, entity, or other activity (e.g., helpdesk@ieee.org).

2.7 [Network Etiquette](#) - (Netiquette) Tips and recommended practices for online communication.

2.8 Personal e-mail alias - The name that refers to an individual's electronic mail mailbox (e.g., i.lastname@ieee.org). Electronic mail sent to a personal electronic mail alias is forwarded to the physical address (electronic mailbox) of the individual (see e-mail alias).

2.9 Personal e-mail alias owner - The recipient of an e-mail alias for individual use.

3.0 Procedures

3.1 IEEE E-mail Aliases

3.1.1 An IEEE e-mail alias is a privilege available to IEEE members and staff exclusively. All members of any grade are eligible to request and receive an e-mail alias. IEEE staff shall automatically be assigned an alias.

3.1.2 The individual who is to receive it shall request an alias.

3.1.3 Staff on behalf of an IEEE volunteer may create an alias with permission from the Volunteer.

3.1.4 Alias requests are accepted via the World Wide Web (WWW). The URL for alias requests is: <http://www.ieee.org/elecomm>

3.1.5 Alias requests will be followed by an e-mail confirmation to the requester. The confirmation will include a copy of the "IEEE Acceptable Use Practices" and "Netiquette Guide". **BY ACCEPTING THE E-MAIL ALIAS, THE USER ACCEPTS THE TERMS AND CONDITIONS OF THE IEEE'S E-MAIL POLICIES.**

3.1.6 Requests for a specific alias will be accepted on a first come first serve basis.

3.1.7 Only one personal alias may be assigned to an individual member.

3.1.8 E-mail addressed to a personal alias cannot be forwarded to more than one destination.

3.1.9 It is the responsibility of the alias owner to maintain the correct forwarding address. The URL for alias maintenance is: <http://www.ieee.org/elecomm>

3.1.10 If membership expires or it is not renewed, the IEEE e-mail alias will be discontinued. If an alias points to an invalid address, it may be discontinued. Once an alias has been discontinued, it may no longer be available.

3.1.11 Alias recipients may be requested to acknowledge their interest in periodically receiving announcements on IEEE products and services. Announcements will be delivered via e-mail and will include a reference to a specific URL where complete information on the products and services is contained.

3.1.12 It is the responsibility of the e-mail user to know the proper address or e-mail alias of the intended recipient.

3.1.13 The IEEE reserves the right to monitor all staff e-mail to ensure compliance with policy and procedures.

3.1.14 The privilege of using an IEEE e-mail alias is personal to the owner. Third party use of an alias is prohibited. An e-mail alias may not be sold or used for any commercial venture.

3.2 IEEE E-mail Alias Format

3.2.1 The official e-mail alias domain for the IEEE is "**@ieee.org**". The choice for the alias name is unrestricted (excluding most special characters). It is strongly recommended that the alias name include several characters of the individuals name (e.g., jones94@ieee.org).

3.2.2 IEEE staff aliases will be assigned first initial.last name (e.g., f.lastname@ieee.org) or, to maintain uniqueness, first initial.middle initial.last name (e.g., f.m.lastname@ieee.org).

3.2.3 For ease of communication, IEEE Volunteers are encouraged to use the same alias convention of first initial.last name@ieee.org (e.g. f.lastname@ieee.org) or to maintain uniqueness, first initial.middle initial.last name (e.g. f.m.lastname@ieee.org).

3.2.4 IEEE reserves the right to reject or terminate certain alias name choices including, but not limited to, those that are deemed inappropriate, offensive, or distasteful.

3.2.5 The use of corporate names (e.g., IBM@ieee.org, JohnDoeInc@ieee.org) is prohibited.

3.2.6 The creation of an official e-mail alias domain requires the approval of the Executive Committee of the Board of Directors (EXCOM).

3.3 Functional Aliases

3.3.1 A functional alias is an e-mail alias that represents a department, conference, entity, or other activity (e.g., helpdesk@ieee.org, accreditation@ieee.org or technical.activities@ieee.org).

3.3.2 Authorized staff can approve a functional alias on behalf of an IEEE event (e.g. conference) in compliance with established IEEE business practices, IEEE

Policies and Procedures, and established practices within the responsible functional organization.

3.3.3 Functional aliases may be directed to one mailbox or split among a work team.

3.4 IEEE E-mail Lists

3.4.1 IEEE Volunteers and staff are permitted to request the creation of e-mail lists. The list purpose shall be reviewed and approved by the responsible entity or functional organization in compliance with IEEE Bylaws, Policies and Procedures, business practices, and this Electronic Mail Policy.

The URL to request or maintain an e-mail list is: <http://www.ieee.org/elecomm>

IEEE electronic mailing lists are used solely for the purpose of conducting IEEE business. This includes, but is not limited to, the following:

- ?? Communication among active Volunteers and/or staff
- ?? Limited and judicious communications to IEEE members and customers about IEEE products, programs, and services.

3.4.2 Every e-mail list must have an owner. The list owner responsibilities include:

- ?? Establishment and communication of distribution rules
- ?? Establishment, communication and enforcement of acceptable use practices (practices may be specific to the list, but must be in compliance with the IEEE Acceptable Use Practices)
- ?? Determining the nature of the list (e.g., moderated, unmoderated, etc.)
- ?? Maintenance of list (including anticipated life cycle and related data)
- ?? Establishment of a list archival policy/practice

3.4.3 Every e-mail list must include an introductory file that is delivered to each new list member at the time of subscription or entry into the list. The file must contain:

- ?? Statement of purpose with full list description
- ?? Subscribe/unsubscribe processes
- ?? Name of responsible entity or functional organization
- ?? IEEE Acceptable Use Practices
- ?? Acceptable use practices (if unique to the list)
- ?? Contact information regarding list issues (there may be one contact for technical issues and one for editorial issues)

3.4.4 IEEE e-mail lists cannot and shall not be used to send unsolicited commercial e-mail (UCE) commonly referred to as "*spam*".

3.4.5 Direct marketing to IEEE members and customers using aliases or addresses maintained in an IEEE database should be done in accordance with the current conventional business practice and accepted usage. Unsolicited direct e-mail communication to members and customers is prohibited. However, prudent use of e-mail for communication to those members and customers who have requested it "and the request should be fairly specific to the content of the communication" is permitted.

3.4.6 One mechanism for dissemination of direct e-mail communication is the electronic mail list. In building an e-mail list, sources to compile member/customer data (including e-mail aliases and/or addresses) about those who have expressed interest in receiving information electronically include IEEE list management database, Business Objects and/or the SAMIeee diskette program.

3.4.7 IEEE e-mail lists are not for sale.

3.4.8 IEEE e-mail lists shall not be used for electioneering.

3.4.9 All communication to a mailing list must fall within the guidelines established by the IEEE and the list owner.

3.4.10 Members of a mailing list (e.g., standards working group) are permitted to remove themselves from a mailing list at their own discretion.

3.4.11 IEEE members, staff, Society Affiliates, and Standards Association members may automatically be included on mailing lists used for official IEEE business (e.g., corp97- bod@ieee.org). Members of such a mailing list cannot remove themselves from the list without executive approval.

3.4.12 There may be limited mailings to selected IEEE electronic mailing lists that fall outside the guidelines established by the list owner. The Executive Director of the IEEE must approve limited mailings.