

CHAPTER 2: Administration and General Institution
BOARD POLICY NO. 2.35

BOARD POLICY
San Mateo County Community College District

Subject: BP 2.35 Use of District Communications Systems

Revision Date: 5/13

1. The District has three internal communications systems which provide the opportunity for electronic and other communications between the District as employer, employees and students. These systems consist of a) the internal mail system (traditional paper-based communications); b) the electronic mail (email) system; and c) the phone mail system. These systems exist to facilitate the work of the District.
2. When conducting the District's business, all employees have the right to use any or all of the District's communications systems, subject to resource limitations. When a mass distribution of information to employees or students is required, the email system shall normally be used.
3. The email addresses of students may be used by appropriate College and District personnel (as determined by the College Vice President of Student Services or designee) to communicate with students about important information related to their attendance at the College unless the student has specifically requested that the email address not be used. Students who do not want their email addresses used can opt out by contacting the Records Officer at the College (See District Rules and Regulations Policy 7.28).
4. Material distributed to employees and students must comply with District Rules and Regulations Section 2.30, Policy on Political Activity, and all other Federal, State or local regulations regarding public employees and political campaigns.
5. The exclusive representatives of employees may have access to email and individual mailboxes of the internal mail system to communicate with employees regarding Union business, and recognized student organizations may have access to the internal mail system to communicate with staff regarding approved student activities, subject to the following regulations:
 - a. In compliance with Federal Private Express statutes, neither District personnel nor District resources may be used to deliver the material via the internal mail system to employees; i.e., a representative of the exclusive representative or of the student organization must deliver the material directly to the employee mailboxes at each District site.
 - b. Materials distributed by recognized student organizations must comply with College time, place and manner regulations.
6. Any other use of District communications systems by organizations or individuals within the District must be approved by the College President at the College level or the Executive Vice Chancellor for the District.

BP 2.35 Use of District Communications Systems (continued)

7. Outside organizations will not be allowed to access District communications systems to distribute informational or commercial materials. Materials from outside organizations that are properly addressed and stamped and delivered to the District site by the U.S. Postal Service will be delivered to employees. The District will not provide employee or student names, mailing addresses or email addresses to an outside organization for this purpose.

If material from an outside organization is delivered to a District mail location without the proper postage and cancellation, the organization will be contacted and asked to retrieve the material, or the material will be destroyed.