



V. Entities Affected by this Policy:

This policy applies to all USM staff (full-time, part-time, or contractual) who have USM Office e-mail accounts.

VI. Procedures:

A. Acceptable Use

1. The USM Office provides the USMO e-mail system for

of employees information about the evaluation performance on

14. Using e-mail for any purpose restricted or prohibited by laws

E. Intellectual Property

1. A staff member does not lose any ownership interest he/she has in intellectual property pursuant to USM policies on intellectual property, simply because the work is communicated through e-mail. However, if there is a dispute regarding ownership of the work, the USM Office has the right, upon written notification to the faculty or staff member, to obtain access to the work (and to any e-mails in which the work is communicated) for the purpose of determining whether the USM Office has an interest in it.

F. Access and Disclosure

1. Access to the USM Office's information technology resources