

GA 36. Electronic Communications Policy

Title:	Electronic Communications Policy
Policy Number:	GA 36 / 07.18
Effective Date:	July 24, 2018
Issuing Authority:	VP for Development

1. RATIONALE

Electronic communication is necessary to fulfill multiple roles and activities here at RHU. Because of the varying types of electronic communication, we will focus on those used primarily here at RHU:

- Email
Email is the official method of communication at RHU, for Faculty, staff and students. Business is conducted every day via email. Since email has both positive and negative connotations, it is imperative that we recognize that the positive aspects greatly outweigh the negative aspects. However, we must also realize that the negative aspects exist and ensure that this method of communication is used effectively, efficiently, and for IT/IS' intended purpose.
- Mass mail (separate policy / to be added at the end of policies section)
- Videoconferencing: Videoconferencing equipment is used primarily for instructional classrooms requiring connectivity to other RHU locations (class room in Beirut).

2. POLICY

Regardless of the type of technology being used, electronic communication is meant to serve the needs of the university by sharing information with faculty, staff, students, and vendors.. Because of the unique capabilities of each system it is important to realize that each type of communication method contains unique issues that must be addressed on a case-by case basis; however, general rules can be set forth to ensure that any communication method is used wisely and according to IT/IS intended purpose.

In general, RHU's electronic communication mechanisms are to be used to share information with students, Faculty, staff, vendors and other individuals.

It is also important to note that the true definition of information sharing at RHU is to adequately convey the appropriate knowledge so that the university mission is not hindered but enhanced.

3. RELATED DOCUMENTS

> IT Manual

4. APPROVAL AND REVIEW

OFFICER RESPONSIBLE: VP for Development

AUTHORITY: University Administrative Board

POLICY REVIEWED BY: VP for development, IT Department/ Infrastructure & Security

EFFECTIVE DATE: July 24, 2018

REVIEW DATE: As needed

REVISION HISTORY: None.

RELATED POLICIES: All University Policies and Procedures

FINAL APPROVAL BY THE PRESIDENT:

Signature:

Date: July 24, 2018