MESSAGE BOARD POLICY

Approved by the NNU Technology Advisory Group (TAG)
4/16/2012
The purpose of Message Board is to share information that pertains to NNU employees as a whole. Campus messages are distributed to permanent employees with a few exceptions. There are separate distribution groups in the following categories, accessible only by authorized users, including Message Board:

- Faculty (Maintained by Julie Wiebe)
- Exempt employees
- Non-exempt employees
- All students
  - Undergraduate Traditional Students
  - Undergraduate Accelerated Students
    - Address lists for Freshmen, Sophomores, etc. are available to the Message Board
- Graduate Students
  - Messages for students in subprograms will be the responsibility of the sending department. Message Board will not maintain those distribution lists.

Campus messages have the following requirements:

- All messages that are to be sent through Message Board need to be sent to messageboard@nnu.edu with directions from the sender to forward the email to a specific distribution group.
- Messages need to be ready to distribute without having to reformat or correct them.
- Each message should have a clear subject line describing the content of the email.
- Messages regarding prayer requests, births, deaths, or anything else of a personal nature, must be approved VP (or designee) before the message is sent to the Message Board. The VP approval needs to come with the message so that it can be printed off and kept on file at the switchboard.
- Messages sent from Message Board should be formatted so the address list to which it is distributed is not revealed to the recipients. This will prevent anyone from being able to spam the group by using spyware, malware and other technologies.
- Messages will only be sent once. Additional reminders need to be cleared through the Office of Information Technology.
- The President or any Vice President may authorize a Message Board notification without clearance from Information Technology, but the same guidelines should be observed.

Messages that are not allowed:

- Political Messages
- Messages from outside organizations unless they are sponsored by an NNU department. Event announcements regarding events sponsored by someone other than an NNU department are not eligible for Message Board.
Faculty to Faculty messages

- A Faculty Group Address is available in the global address book.

- Faculty and those authorized for the Message Board distribution may send messages to this group without prior authorization

Abuse of the campus email is not permitted. Examples include but may not be limited to the following:

- Email may not be sent to the campus-owned Distribution Groups by duplicating those groups in personal lists.
- Employees may not solicit fellow employees regarding sales or other matters without their approval.
- Messages will not be sent out regarding sale of personal items, lost and found items, or the need for student rides without special permission.