

**ELECTRONIC MAIL (E-MAIL)**

Regional West Health Services Information Systems Department will provide user accounts for proper usage of electronic mail (E-mail), and telecommunications systems. The e-mail system generally must be used for academic or business activities consistent with the Program and hospital policies and procedures. Incidental personal use is permissible so long as: (a) it does not consume more than a trivial amount of resources, (b) does not interfere with worker productivity, and (c) does not preempt any Program or business activity. Students are reminded that the use of corporate resources, including e-mail, should never create either the appearance or the reality of inappropriate use. All people having access to computing or telecommunications resources at Regional West have the responsibility to adhere to retention, security and storage policies set forth below and use these resources in an efficient, effective, ethical, professional and lawful manner.

Responsibility: All Regional West Health Services Employees and Students

Standard: Information Management

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Students of Regional West Medical Center School of Radiologic Technology are subject to Regional West Health Services Electronic Mail Policy 103.0.15

Signature  
Stephanie Cannon, MSRS, RT(R)(ARRT)  
Program Director

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Signature  
Joshua Lively, MHA, BSRT(R), RT (R)(VI)(ARRT)  
Director of Imaging Services

Reference: RWHS Policy #103.0.15

Reviewed: 7/2011, 4/26/12, 2/21/13, 1/23/15, 1/13/17, 1/17/19, 4/2/20, 9/23/21, 2/3/2022  
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