

1.0 Programs and Files

- 1.1 Generally, the Los Rios Community College District will not examine electronic mail or material except in the following circumstances:
 - 1.1.1 Investigating a potential violation of the law or District Policies, Administrative Regulations or guidelines;
 - 1.1.2 Disc capacities are exceeded, and user's mail storage is a contributing factor;
 - 1.1.3 Performing any necessary maintenance of the System;
 - 1.1.4 Forwarding a misdelivered message;
 - 1.1.5 Closing an account which contains unread mail;
 - 1.1.6 The Chancellor determines that examination is necessary.
- 1.2 Absent reasonable cause, users shall be notified that electronic mail was examined by a system administrator.
- 1.3 Except as provided in [P-7851](#), Section 1.2, programs and files are confidential unless they have been made available explicitly to other authorized individuals. The District reserves the right to access all information stored on District computers. When performing maintenance, every effort will be made to insure the privacy of user's files. However, if violations are discovered, they will be reported immediately to the appropriate District/College official(s).

LRCCD

Adm. Regulation Adopted: 1/27/97
Adm. Regulation Revised: 9/27/10; 1/25/16
Adm. Regulation Reviewed: 1/25/16
Board Policy: [P-7851](#)