The purpose of an Information Technology Standard is to specify requirements for compliance with Old Dominion University Information Technology policies, other University policies, as well as applicable laws and regulations. Standards may include business principles, best practices, technical standards, migration and implementation strategies, that direct the design, deployment and management of information technology.

Information Technology Standard: University-Wide Announcements System Standard
Reference Number: 11.5.0
Date of Current Revision or Creation: December 2012

A. PURPOSE

The purpose of this standard is to define the guidelines and protocol for the use of the University-Wide Announcements System.

B. DEFINITIONS

Personal or Commercial Activities are described as any activity undertaken by an individual, on behalf of themselves or a non-University affiliated organization that may result in the financial gain and promotion. This includes marketing, advertising, selling any other action deemed not to complement the University mission and comply with the University policies and regulations. Examples include Avon, Mary Kay or other product sales, advertising of ticket, pet, car or appliance sales, house rentals, etc. Commercial activities are undertaken by a University-affiliated entity, such as the ODU Bookstore, The Monarch Techstore, Aramark, etc., are exempted.

MIDAS is an acronym for the Monarch Identification and Authorization System, a central identity management technology.

University-Wide Announcement System is the technology used to send post notices and messages relevant to all faculty and staff.

C. STANDARDS STATEMENT

The University-Wide Announcement System is used to send electronic notices to the faculty and staff at Old Dominion University.
Notices are posted to the system and announcements are emailed automatically to faculty and staff accounts on a daily basis. Announcements should be used for activities which complement the University mission and comply with the University policies and regulations.

All announcements posted to the University-Wide Announcement System must be relevant to the entire University faculty and staff community. Announcements relevant only to certain groups, college or administrative areas should not be posted to this University-Wide system. The University email directory provides access to smaller, pre-defined groups through the Address Book. Announcements should not advertise or solicit for personal or commercial activities or services.

Announcements may be posted for up to three consecutive days and may include links to related Web pages, attachments and graphics.

Faculty and staff receive a message with a condensed version of all current announcements in their university-provided email accounts. Messages in the individual mailboxes are automatically deleted in accordance with the email archive and retention practices. Announcements are stored in a central database and are unavailable after three days and will be archived from the database after 30 days.

Faculty or staff may not opt out of the system to avert the receipt of the daily announcements mail. Any individual faculty and staff member with a MIDAS ID and password may post to the University-Wide Announcement System through the normal account request procedures.

Acceptable e-mail use and network etiquette must be followed when posting announcements to the system.

Individuals interested in having announcements posted to the Old Dominion University News Page should contact the Office of University Relations.

The University Wide Announcement System guidelines may be circumvented for emergencies and time-sensitive situations as determined by the President or Vice Presidents.

D. PROCEDURES, GUIDELINES & OTHER RELATED INFORMATION

Federal and State Law
Policy 3500 - Use of Computing Resources
IT Standard 09.1.0 Acceptable Use Standard

E. HISTORY

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