



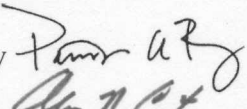
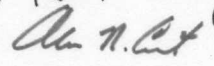
Office of General Counsel

1852 Van Hise Hall
1220 Linden Drive
Madison, WI 53706
(608) 262-2995
(608) 263-3487 Fax
email: counsel@uwsa.edu
website: <http://www.uwsa.edu>

Patricia A. Brady
Christopher L. Ashley
Anne E. Bilder
Jane S. Radue
Tomas L. Stafford

MEMORANDUM

TO: Chief Business Officers
Human Resources Directors
Academic Personnel Officers

FROM: Patricia A. Brady 
Alan N. Crist 

DATE: October 14, 2009

RE: Appropriate Use of University Facilities and Resources

The purpose of this memorandum is to summarize guidance we have regularly provided regarding Board of Regents and institutional policies on appropriate use of university facilities and resources. We routinely receive questions about these policies during political campaigns when political organizations seek to publicize events or circulate materials to the university community. More recently, we have been asked whether university mail or information technology resources must be made available to outside labor organizations on the same terms as such resources are made available to university students, employees, and campus organizations.

The common premise of all Board and institutional policies regarding appropriate use of university facilities and resources (including campus mail, email, and computer networks) is that university facilities and resources are to be used primarily for purposes of fulfilling the university's missions of teaching, research, and public service. For all UW System institutions, use of facilities or resources by non-university personnel or organizations is subject to the review and control of the chancellor or his or her designee.

1. Facilities

Chapter UWS 21, Wisconsin Administrative Code, provides that faculty, staff, and organizations associated with a UW System institution receive primary consideration in the use and scheduling of university facilities. For purposes of UWS 21, "facilities" includes any publicly owned or leased buildings and grounds subject to the control of the Board of Regents. Any use of facilities by persons or groups not associated with an institution is permitted only to the extent such use does not interfere with or detract from the university's mission or with the use of the facilities by campus personnel or organizations. UW System institutions must have policies for the administration of Chapter UWS 21 that include procedures for securing

permission to use university facilities, a schedule of costs and fees for such use, and a description of any limitations on the time of availability and manner of use of such facilities.

Any person or organization using university grounds or facilities is subject to Ch. UWS 18, Wisconsin Administrative Code, which governs conduct on university lands. Among other things, Ch. UWS 18 prohibits posting notices, posters, or signs in or on any university building or on university lands (except on regularly established bulletin boards), except as authorized by the chancellor of an institution or dean of a campus or their designees.

2. Campus Mail and Mailboxes

a. Campus Mail

As a rule, non-university groups or organizations must bear the costs, including postage, of communicating with their members or constituents. Under federal law governing the United States Postal Service, a university may deliver its own communications without postage (e.g., between departments via campus mail), but may not allow a non-university group or organization to use its internal mail system. Accordingly, campus mail may be used only by university personnel or organizations for university business purposes. Moreover, UW employees may not make personal use of campus mail, nor use campus mail to further the interests of any non-university group or organization.

b. “Stuffing” Mailboxes

Instead of using campus mail, faculty, staff, or students may seek direct access to campus mailboxes from time to time for the purposes of “stuffing” them with fliers or other communications that may be unrelated to official university business. Departments may restrict “stuffers” to university-related news and events. Institutions are encouraged to review their procedures related to such activities to ensure they are being applied and enforced in a consistent manner.

3. Computer Networks and Email

a. Computer Networks

Regent Policy Document 25-3 (Use of University Information Technology Resources) provides that use of campus computer networks, including email, is primarily for university business and university-related activities. Although incidental personal use is tolerated, users are reminded to use non-university sources of e-mail, internet access, and other information technology services for activities of an extensive or recurring nature that are not related to university purposes.

All UW System institutions have appropriate use policies for their networks that are consistent with Board of Regents policies. A list of links to institutional policies is attached to this memorandum.

b. Mass Emails

Campus-wide or other mass emails are typically reserved for informing the campus community of timely news, or for announcements of immediate importance to the campus community that cannot be disseminated in a timely manner by any other means. Most institutional policies allow only authorized university users to send mass emails for university-related business. These policies do not prevent non-university parties from using email addresses in the public domain (e.g., as found in a campus directory) to contact university employees via email, but emails from outside the university would be subject to network security measures such as spam filters that could result in such emails being intercepted or diverted before reaching employees.

If you have any questions or concerns related to appropriate use of university facilities and resources, please feel free to contact the UW System Office of General Counsel or campus legal counsel.

cc: Regents
President Reilly
Chancellors
Provosts
Faculty Representatives
Academic Staff Representatives
Chief Student Affairs Officers

List of Links to UW System Policies on Appropriate Use of IT Resources

UW-SYSTEM

<http://www.uwsa.edu/bor/policies/rpd/rpd25-3.htm>

UW-COLLEGES

<http://www.uwc.edu/it/policies/documents/usage.htm>

UW-EXTENSION

<http://www.uwex.edu/it/use-policy/>

UW-EAU CLAIRE

<http://www.uwec.edu/acadaff/policies/usage.htm>

UW-GREEN BAY

Faculty & Staff

<http://www.uwgb.edu/compserv/policies/acceptableusepolicy.htm>

Students

<http://www.uwgb.edu/compserv/policies/StudentAccpUse.htm>

UW-LA CROSSE

<http://www.uwlax.edu/policies/itresources.html>

UW-MADISON

<http://www.cio.wisc.edu/policies/appropriateuse.aspx>

UW-MILWAUKEE

https://www4.uwm.edu/uits/campus/policies/computing_policy.cfm

UW-OSHKOSH

<http://www.acs.uwosh.edu/policies-forms/acceptable-use-policy>

UW-PARKSIDE

<http://www.uwp.edu/departments/governance/admin/policy/policy58.cfm>

UW-PLATTEVILLE

http://www.uwplatt.edu/oit/acceptable_use.html

UW-RIVER FALLS

<http://www.uwrf.edu/dots/info-news/policies/aup.php>

UW-STEVENS POINT

<http://www.uwsp.edu/IT/about/policies/policiesnetworkfsv.aspx>

<http://www.uwsp.edu/IT/about/policies/policiesemailfsv.aspx>

UW-STOUT

<http://www.uwstout.edu/lib/policies/internet.htm>

UW-SUPERIOR

<http://www.uwsuper.edu/iits/policies/guidelines.cfm>

UW-WHITewater

<http://www.uww.edu/icit/governance/policies/network/index.html>