



## **Email and Internet Use Policy**

All email communications sent or received at Miami Business Technological University should be considered official MBTU correspondence. Such correspondence is subject to standards of good taste, propriety, courtesy and consideration. MBTU, under certain circumstances, such as an internal investigation, may retrieve emails, as they are subject to subpoena and discovery in legal proceedings. Respect for others' privacy dictates that students should not try to access another individual's messages without the individual's permission.

Most computers at Miami Business Technological University have access to the Internet. It is expected that all individuals using MBTU's computers will use good judgment in determining the sites visited and the amount of time spent using the Internet.