



# WPI

## WPI Mailing List Policy

### 1.0 Purpose

The purpose of the policy is to provide guidance on how to create and use mailing lists.

### 2.0 Applicability

This policy applies to all users of WPI mailing lists for students, faculty and staff. All use of mailing lists must comply with the [WPI Acceptable Use Policy \(AUP\)](#) and [Common Electronic Mail Standard](#). In addition, there are specific guidelines and prohibited activities.

### 3.0 List Creation & Usage

#### List Creation Guidelines:

- The primary purpose of a mailing list must be to facilitate communication among WPI community members. Only request a new list when necessary. There may already be a list or alternate mechanism for your intended purpose.
- Dynamic Distribution Lists will be created upon request via a Help Desk ticket provided the list meets these guidelines.
- Personal mailing lists can be created by faculty, staff or students through Office 365 Groups. If the list will have guest recipients (non-wpi.edu email address), then the list must be an Office 365 Group.
- A mailing list must not be used as a personal alias (defined below).

#### List naming guidelines

- Office 365 distribution list names will have the prefix 'dl-'.
- Office 365 Group names will have the prefix 'gr-'.
- List names must have a minimum of four characters, not including the prefix.
- Names should include only the characters: a-z, 0-9, and hyphen.
- List names should not masquerade as another person, group, list, service, or other entity.
- List names must be in compliance with WPI's [ethics](#) and [Code of Conduct](#) policies (i.e. not offensive, harassing, etc.).



## List Management Guidelines

- List owner(s) are responsible for maintaining the accuracy of the list, transferring ownership prior to leaving WPI and removing a list when it is no longer needed.
- Lists with guest recipients must be maintained for accuracy by the list owner.
- Recipients who are part of the WPI community (have a wpi.edu address) must use their wpi.edu address in the list and not an alternate address.
- Lists will be flagged for removal if:
  - The list has not been used for more than six months.
  - Has a predominance of guest recipients without a clear purpose.
  - Generates bounces due to invalid recipient addresses.
  - Has no owner (owner has left WPI without transferring ownership).
  - Violates the usage policy.

## List Usage Guidelines

- Emails sent to a list should focus on the stated purpose of the list.
- Emails should comply with the [Common Electronic Mail Standard](#).

## Personal Aliases

A personal alias is an alternate address for a primary address. The mailing list service should not be used to generate personal aliases. If you need a personal alias for a legitimate reason, please submit a [Service Desk request](#) to make an alias as part of your email identity, including the reason for the request.

Valid reasons for requesting a personal alias:

- Change of name
- Frequent confusion with another user
- Cultural sensitivity to assigned name or number
- Other valid reasons per management approval

## Specifically Prohibited Activities under this policy

1. Creating or using a list as an alias for yourself.
2. Creating or using a list to masquerade as another person, group, list, service, or other entity.
3. Creating a list to reserve the name without actively using the list.
4. Creating a list to use as a forwarding technique.
5. Using a list as an alias for obtaining services internal or external to WPI.



## Exceptions

Exceptions to the Mailing List Standard are granted on a case-by-case basis. Information Technology staff will work with the requestor to help determine an acceptable solution. Exceptions for academic coursework can be requested by a faculty member.

## Reporting, Questions, and Assistance

Address any questions and exception requests using a Service Desk request. Report any suspected violations of the standard to the Office of Information Security at [itsecurity@wpi.edu](mailto:itsecurity@wpi.edu).

## 4.0 Policy Enforcement

Any person that violates any of the policies found in this policy will be subject to the same disciplinary actions as outlined in WPI's Confidentiality Agreement for employees or [Code of Conduct](#) for students.

## 5.0 Approval and Revisions

**Policy Category:** Information Technology

**Policy Approved By:** Approved by WPI's Information Security, Risk and Compliance Committee on 9/6/2018.

**Policy Reviewed Annually By:** Mark Taricco

**Related University Policies:**

- WPI Acceptable Use Policy (AUP)
- Common Electronic Mail Standard

**Last Modified:** 8/20/18