SCHOOL OF MEDICINE OFFICIAL COMMUNICATION POLICY

I. PURPOSE
To foster a learning environment of civility and respect through all forms of communication, including electronic.

II. SCOPE
This policy applies to:
• Medical students

III. POLICY

Use of computers, including the electronic mail system, is governed by formal University of Pittsburgh policies and procedures. As with all University policies, any breaches are subject to adjudication through the University Judicial Board. Please refer to the University policies "Student Code of Conduct" (https://www.studentaffairs.pitt.edu/conduct/) and "Computer Access and Use" (https://www.policy.pitt.edu/ao-10-computer-access-and-use-formerly-10-02-05).

In addition, School of Medicine computer users are governed by the following guidelines, in keeping with the Code of Professionalism:

The students, faculty and staff of the School of Medicine wish to foster an environment where all members of the community treat each other with civility and respect in all facets of interaction. To that end, students are expected to conduct their electronic communication using the same standards as they would in face-to-face communication. Students should not distribute electronic communication to their colleagues that could be considered to be offensive, discriminatory, derogatory or harassing. In addition, students should be cognizant of the purpose of the student e-mail distribution lists, and use each of them for the purpose for which they were intended.

It is not our intention to hinder the free exchange of ideas, only to ensure that communication is accomplished in a civil, professional manner. Should any student have a concern about electronic communication, they may report a concern as outlined in the UPSOM Code of Professionalism or by reporting it directly to a member of the administration. Any conduct issues are handled as per the UPSOM Code of Professionalism.

IV. POLICY AUTHOR(S)
• Office of Medical Education
• Office of Student Affairs

V. RELATED POLICIES AND PROCEDURES
• UPSOM Code of Professionalism
• University of Pittsburgh Code of Student Conduct
• University of Pittsburgh Computer Access and Use Policy

Vl. REFERENCES
None

VII. APPROVALS

Education Policy Council, revision approved August 14, 2023.
Executive Committee, revision approved November 1, 2023.
Dean, School of Medicine, revision approved January 22, 2024.