

DRAFT USAP VESSEL EMAIL POLICY

Standard accounts:

- A per message size filter of 100kB outbound and 75kB inbound will be in effect. This will prevent extremely large messages from being sent to or from the ship except via approved accounts and will prevent a user's quota from unwittingly being consumed by a large inbound "spam" message. 100kB will allow for high-resolution images to be sent, while protecting them from using their allotment too quickly. However, these size limits are subject to review and could easily be adjusted as needed. For a legitimate and approved request, the limit can be adjusted for a single email transmission, or for the duration of a cruise as necessary and by individual user account.

Privileged Accounts:

- The MPC and Admin accounts will have permission to send and receive oversized messages.
- The TEA account and Captain (these will be special work accounts, not the Captains' personal accounts) will have permission to send but not receive oversized messages.
- Abuse of the oversized email privilege, defined by the use of the privileged account for personal email, will result in removal from the privilege account list and return to the standard size filter.

Special Account Allotments:

- The TEA account and Outreach account shall have a combined allotment of 250kB/day to cover sending of pictures and text for TEA events and NSF approved Outreach.
- The MPC account and Admin account shall have a specified allotment of 512kB and 1024kB, respectively, per week to permit necessary email traffic, including but not limited to, Sitreps, News, Weather Data, special science requests and emergency software transfers.
- An allotment of 512kB/week shall be used to cover business /cruise related email sent to and from RPSC and ECO staff. The RPSC accounts covered by this are: ET, MT, MST, EMT, and Terascan. The ECO accounts covered by this are: Captain, Engineer, and Bridge.

General Information:

- A user's email allotment for a cruise will be based upon the cruise length (plus 4 days for port call time) multiplied by the current daily quota. Example: 42 day cruise at 25kB/day \Rightarrow (42+4) days * 25kB/day = 1150 kB or 1.12 MB.
- Allotments and usage will be calculated using the compressed file size of each email message sent from or to the user across the HSD connection at the average cost per byte for transmissions. The user will be financially responsible for any usage over the per cruise allotment. Current transfer rate is approximately 360kB/min of compressed data at \$10/min. Payment shall be made to the MPC in either cash or personal check.
- The user's total off-ship email usage will be calculated each day, and record of it placed in their home directory for review of current usage, remaining allocation, and current user-borne cost.
- Users who have exceeded their allotment will receive an invoice at the end-of the cruise, both hardcopy and electronic, showing their usage during the cruise, the amount they owe and instructions to settle the account with the MPC. All accounts must be settled on a per cruise basis, even for users who are remaining aboard for the following cruise.
- Users who do not settle their bills will have future email access restricted to 3kB/message. The NSF (Al Sutherland, Pat Smith, and Brian Stone) will be notified of those violators of the policy.
- RPSC contract employees should settle their account when receiving their travel fund.
- ECO shall be held responsible for any outstanding email bills for its employees.

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- The PI for each science group shall be responsible for the email use bill for members of that science group. The PI will be given a running account of the email usage of those grantees for whom they are responsible.
- If a user is receiving excessive (in size or volume) email from a particular address and is unsuccessful in requesting an end to the email from the sender, email from the sender shall be blocked at the server in Denver.