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MFC

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Email Use Policy

Below you will find MFC's standard policies for accepting incoming email. If you have any further questions or comments, please forward them to: [Contact@Maine Films.org](mailto:Contact@MaineFilms.org)

Technical Standards for Server Connections

- MFC's mail servers will not accept connections from unsecured systems. These include open relays, open proxies, open routers, or any other system that has been determined to be available for unauthorized use.
- MFC's mail servers will not accept connections from systems that use dynamically assigned or residential IP addresses.
- MFC's mail servers will not accept connections from systems that have been identified ("blacklisted") as known or suspected spammers.
- MFC's mail servers may reject connections from any IP address that does not have reverse DNS (PTR) record.
- Complaints submitted by MFC's employees may be used as a basis for refusing connections from any mail server.

Technical Standards for E-mail Delivery

- MFC does not authorize the use of its proprietary computers and computer network to accept, transmit, or distribute unsolicited bulk e-mail sent from the Internet to MFC members.
- MFC will not deliver email larger than 10 megabytes. This includes the message text, headers, and file attachments combined.

- MFC will not deliver email that contains file attachment types commonly used to carry viruses (“banned” file types). These include (but are not limited to): .EXE | .VBS | .PIF | .SCR | .CMD | .CPL (Changing the file name will not affect our ability to filter out these files.)
- MFC will not deliver email that contains ZIP, TAR, GZIP or any other archived or compressed files which themselves contain banned file attachment types (see above).
- MFC will not deliver email that contains viruses, either within messages or file attachments.
- MFC may not deliver email that contains file attachment types deemed inappropriate for business use.
- Each incoming email is reviewed for content. MFC may not deliver email that contains inappropriate, non-business-related, or malicious content. Significant ongoing efforts are made to filter out and stop delivery of unsolicited commercial or bulk email (“spam”).
- Note: Any email not delivered due to violation of the above policies will not result in any notification, either to sender or receiver.

MFC Unsolicited Bulk E-mail Policy

MFC does not authorize the use of its proprietary computers and computer network to accept, transmit or distribute unsolicited bulk e-mail sent from the Internet to MFC employees. In addition, Internet e-mail sent, or caused to be sent, to or through the MFC network that makes use of or contains invalid or forged headers, invalid or non-existent domain names or other means of deceptive addressing will be deemed to be counterfeit. Any attempt to send or cause such counterfeit e-mail to be sent to or through the MFC network is unauthorized. Similarly, e-mail that is relayed from any third party's mail servers without the permission of that third party, or which employs similar techniques to hide or obscure the source of the e-mail, is also an unauthorized use of the MFC network.

MFC reserves the right to take all legal and technical steps available to prevent unsolicited bulk e-mail or other unauthorized e-mail from entering, utilizing or remaining within the MFC network. Nothing in this policy is intended to grant any right to transmit or send e-mail to, or through, the MFC network. MFC's failure to enforce this policy in every instance in which it might have application does not amount to a waiver of MFC's rights.

Unauthorized use of the MFC network in connection with the transmission of unsolicited bulk e-mail, including the transmission of counterfeit e-mail, may result in civil and criminal penalties against the sender, including those provided by the Computer Fraud and Abuse Act (18 U.S.C. 1030 et seq.) and the Virginia Computer Crimes Act (Va. Code Ann. 18.2-152.2 et seq.) (amended effective July 1, 2003). Civil and criminal penalties may also apply to e-mail transmitted to the MFC network in violation of the CAN-SPAM Act of 2003.