



BOARD POLICIES

DIVISION	POLICY NUMBER
X. Information Technology	10.01.04
CATEGORY	DATE
10.01.04 Electronic Mail (Email)	Adopted: 03/2020

10.01.04 ELECTRONIC MAIL (EMAIL)

The College provides electronic mail resources to facilitate communication, student learning, public service, safety, and any College-related task or issue. In particular, students and employees of the College are assigned a College email account and are expected to access their College email regularly in order to receive and respond to important notices and information (e.g. personal and account information, emergency situations, severe weather advisories, school closings and major event cancellations). Authorized College faculty, staff and students are allowed to access their College accounts from any appropriate computer lab, kiosk, or designated computer on any College campus.

When using email, users shall abide by conventional etiquette guidelines developed for the Internet (‘Netiquette’). These guidelines can be found by searching the Internet. In addition to Netiquette, users should consider the ethical and/or legal aspects of email correspondence.

Privacy, Confidentiality and Public Records Considerations

The College will make reasonable efforts to maintain the integrity and effective operation of its email systems. Student, faculty, staff and administration email may not be searched without just cause and prior approval from the President of the College. Users are advised that these systems should in no way be regarded as a secure medium for the communication of sensitive or confidential information. Because of the nature and technology of electronic communication, the College can assure neither the privacy of an individual user’s use of the College’s email resources nor the confidentiality of particular messages that may be created, transmitted, received, or stored on these systems.

- A. Users should be aware their College email messages, (including those created, deleted, sent, or received by faculty, staff or administrators in connection with College business) may be considered public records and may be disclosed to members of the public upon request, subject to FOIA, FERPA, and any other legal restrictions.
- B. Email is archived at the discretion of the College.