

5.22.4 Faculty/Staff/Student E-Mail Procedures

Purpose: Central Lakes College has designated the college-issued email account as the official method of communication with students regarding topics of an academic, student service or administrative nature.

The intent is to limit to official business the types of emails the College sends out on a student-wide basis. The College may still disseminate official notices via other methods. This policy is not intended to prohibit students from communicating with CLC via any other email accounts.

College Obligations

1. The College shall use the college-issued email account to officially communicate with students. Faculty are highly encouraged to share this information with their students in their course syllabi.
2. The College shall provide students with on-campus access to computers with internet capabilities.
3. The College shall not lease or sell student email addresses.
4. The College shall take a pro-active approach to blocking unsolicited, bulk email messages to college-issued email accounts.

Email Assignment and Maintenance

1. Upon initial registration, all students shall be assigned an official CLC email account.
2. If a student has not registered for classes for three consecutive semesters, the student's email account will be deleted.

Student Obligations

1. Students bear the responsibility to read and respond to official college notices.
2. Students bear the responsibility to comply with appropriate use of email in accordance with MnSCU Board Policy 5.22.1 Acceptable Use of Computers and Information Technology Resources and Central Lakes College Student Conduct Code.
3. Students are expected to check their email on a frequent and consistent basis in order to stay current with college-related communications.
4. Students have the responsibility to recognize that certain communications may be time critical. "I didn't check my email", error in forwarding mail, or email returned to the college with "mailbox full" or "User Unknown" are examples of unacceptable reasons for missing official College email communications.
5. Upon registration, students will be provided information on how to access their CLC email.

Redirecting Email

Students may redirect or forward their CLC assigned email to a personal email address, but do so at their own risk.

Redirecting email and subsequently losing or missing email messages does not relieve students from the obligation to respond to college-initiated messages or notices.

IMPORTANT: When setting up the email forwarding option, it is highly recommended that CLC students select the option that allows a copy of the forwarded email to remain in their net-mail accounts. For assistance in setting up email forwarding, students should contact the CLC Helpdesk at 218.855.8200. Privacy Messages and notices sent via the student email system are subject to applicable privacy laws and policies, including, but not limited to the Minnesota Government Data Practices Act (MGDPA) and the Federal Family Educational Rights and Privacy Act (FERPA). Users of the student email system should exercise caution when communicating confidential or sensitive information.

Designated Communicators

The intent is to limit to official business the types of emails the College sends on a student-wide basis. Our goal is to have designated communicators who serve as a clearinghouse to assure all student-wide communication is meaningful and official in nature. Faculty, staff and students wishing to broadcast a message intended for student-wide distribution shall send an electronic request to a designated communicator or his/her designee at least two (2) business days in advance of the desired broadcast date. Designated communicators include the following:

- College President or Designee
 - Vice Presidents
 - Deans of Educational Services
 - Director of Business Services
 - Director of Financial Aids
 - Director of Marketing and Public Relations
 - Director of Technology
 - Director of Security
 - Physical Plant Director
 - Student Activities Director
1. It is understood that other CLC personnel will use email to conduct official college business with students individually (i.e. communicating regarding tuition, library fines, certain financial aid information, etc.).
 2. Examples of Official Business for Student-Wide Distribution
 - a. Deadline notices (registration, tuition payment, financial aid, graduation, etc.)
 - b. Class or registration cancellation notices
 - c. CLC sanctioned events/invitations
 - d. Campus crime and security notices
 - e. New policy, policy change or service notices
 - f. Surveys sanctioned by CLC
 - g. Student Government participation notices
 3. Items that do not fall into these categories will not be sent out on a student-wide basis.
 - 4.

Examples of Communication Inappropriate for Student-Wide Distribution

- Information unrelated to CLC business
- Solicitations
- Promotion of political viewpoints

- Personal information
- Surveys not sanctioned by CLC
- Messages that violate CLC policy or state or federal laws Messages containing confidential information such as course grades, financial aid award amounts, or tuition/fee payment amounts.

For Minnesota State College and Universities (MnSCU) policies and procedures go to www.mnscu.edu/policies/policy/index.html

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Author: Scott Streed

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Larry G. Lundblad

College President's Signature

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Date