

POLICY TITLE: Student Email Policy

POLICY #: ITS - 11

DATE DRAFTED: 04/16/2009

APPROVED DATE:

REVISION DATE:

BRIEF DESCRIPTION: The purpose of the *Student Email Policy* is to establish procedures and guidelines concerning the acceptable use of electronic mail throughout all Trinity Valley Community College (TVCC) campuses.

1.0 Introduction

Trinity Valley Community College provides email accounts to all students.

2.0 Purpose

The Employee Email policy is to ensure that all email resources are used in a professional, lawful, and non-harassing nature. The policy also provides procedures that will be followed during normal email operations and if a violation of the policy occur.

Email is a mechanism for official communications with Trinity Valley Community College. The College has the right to expect that such communications will be received, read and acted upon in a timely fashion. Official email communications are intended only to meet the academic and administrative needs of the college community.

3.0 Procedure for Implementation

3.1 Assignment of student email

3.1.1 Official TVCC email accounts are created for all registered students. These official accounts must be activated before they can be used for correspondence with the student. The responsibility for activating the account falls upon each individual employee or student.

3.1.2 Student email accounts are de-activated after one year of non-attendance.

3.1.3 If a student wishes to have email redirected from their official TVCC email address to another email address (e.g., @aol.com, @hotmail.com), they may do so, but at their own risk. The College will not be responsible for the handling of email by outside vendors. Having email redirected does not relieve a student from

the responsibilities associated with official communication sent to his or her TVCC email account.

- 3.1.4** Students are expected to check their email on a frequent and consistent basis in order to stay current with College-related communications. Students have the responsibility to recognize that certain communications may be time-critical. "I didn't check my email," errors in forwarding mail, or email returned to the College with "Mailbox Full" are not acceptable excuses for missing official College communications via email.
- 3.1.5** Students will not be held responsible for an interruption in their ability to access a message if the College E-mail system malfunctions or other College system-related problems prevent timely delivery of, or access to, that message (e.g., power outages or E-mail system viruses).
- 3.1.6** Trinity Valley Community College cannot guarantee the privacy or confidentiality of electronic documents. Users should exercise extreme caution in using email to communicate confidential or sensitive matters, and should not assume that email is private and confidential. It is especially important that users are careful to send messages only to the intended recipient(s). Particular care should be taken when using the "reply" command during email correspondence.
- 3.1.7** Faculty and administration will determine how electronic forms of communication (e.g., email) will be used in their classes, and will specify their requirements in the course syllabus. This "Email Accounts Policy" will ensure that all students will be able to comply with email-based course requirements specified by faculty. Faculty can therefore make the assumption that students' official LSC email accounts are being accessed, and faculty can use email for their classes accordingly

4.0 Policies

- 4.1** Users do not own user or email accounts of Trinity Valley Community College, but rather are granted the privilege of exclusive use. Trinity Valley Community College will not tolerate hacking. Hacking is defined as obtaining unauthorized access to systems and personal accounts. If you are found hacking, you may be subject to prosecution by State or Federal government pursuant to V.T.C.A. Penal Code Sections 33.01 to 33.05. Any attempt to circumvent data protection schemes or uncover security loopholes is a violation of this policy. By using the account, the user agrees not to attempt to gain unauthorized access to other computer systems or networks connected to the service.
- 4.2** Reading, altering, or preventing access to someone else's e-mail carries the same penalties as opening and reading someone else's U. S. Postal (paper)

mail under the Electronic Communications Privacy Act of 1986. Reading, altering, or preventing access to someone else's e-mail, whether by accident or on purpose, is prohibited by Trinity Valley Community College.

- 4.3** By using the e-mail service at Trinity Valley Community College, a user agrees not to transmit through the service any unlawful, harassing, libelous, privacy invading, abusive, threatening, harmful, vulgar, obscene or otherwise objectionable material of any kind. Users agree not to transmit any material that violates the rights of another, including but not limited to the intellectual property rights of another. Users agree not to transmit any material that violates any applicable local, state, national, or international law or regulation. By using the e-mail account the user agrees not to transmit "junkmail", "spam", "chain letters", unsolicited mass distribution of e-mail, pyramid schemes, or advertising for profit.
- 4.4** Unsolicited commercial email/Unsolicited bulk email. Using the colleges services to transmit any unsolicited commercial e-mail or unsolicited bulk e-mail is prohibited. Activities that have the effect of facilitating unsolicited commercial email or unsolicited bulk email whether or not that e-mail is commercial in nature are also prohibited.
- 4.5** If there is reason to believe that proof of criminal activities is contained in your electronic mail messages, Trinity Valley Community College reserves the right to make a backup copy of your e-mail as possible evidence. You will be notified, after the completion of the backup, if this happens. Any information contained within this backup is under the same strictures of Title 18 of the United States Code, Section 2702.
- 4.6** Should you receive an e-mail message that was supposed to go to someone else, forward the message to postmaster@tvcc.edu and delete any remaining copies of the message that is still in your email box.