

## NORTHLAND COMMUNITY AND TECHNICAL COLLEGE

### 2205 USE OF E-MAIL FOR OFFICIAL CORRESPONDENCE WITH STUDENTS

#### **College use of e-mail**

E-mail is the official communication with Northland Community and Technical College (NCTC) students. Official e-mail communications are intended to meet the academic and administrative needs of the College community. The College has the right to expect that such communications will be received and read in a timely fashion. The College retains the right to send official communication via traditional methods.

As administrator of this process, the Director of Technology, or designee, is responsible for monitoring the use of student e-mail. Confidentiality of e-mail correspondence cannot be guaranteed; therefore users of this service should exercise extreme caution when sending messages. It is a violation of College policies for any user to impersonate a College official/office, employee, or student. Further guidelines for appropriate use of e-mail are noted in NCTC Policy 5010 Acceptable Use of Computers and Information Technology Resources.

#### **Assignment of student e-mail**

College e-mail accounts are assigned to all registered students. Official e-mail addresses are considered as "directory information" under FERPA and NCTC's Data Privacy Policy.

#### **Expectations about student use of e-mail**

Students are expected to check their college assigned e-mail regularly. Students have the responsibility to recognize that certain communications may be time-critical. Students may be required to monitor e-mail on a more frequent basis as determined by instructional needs. Faculty will dictate how electronic forms of communication (e.g., e-mail) will be used in their classes.

#### **Redirecting of e-mail**

Students are responsible for all information sent to them via their NCTC e-mail account. If a student chooses to forward messages to another account, they do so at their own risk. Students remain responsible for obtaining the information that has been communicated from NCTC. The College will not be responsible for the handling of e-mail by outside vendors.

#### **Compliance with related Policies**

All messages must adhere to the following NCTC policies: 5010-Acceptable Use of Computers and Information Technology Resources; 2110-Student Code of Conduct; 2015-Data Privacy Policy, and Minnesota State Policy 1C.2 Fraudulent and Other Dishonest Acts, Minnesota Statutes 43A.38, the Family Educational Rights and Privacy Act of 1974, as amended, and Minnesota Data Practices Act.

#### **Exception to policy**

Personnel and student conduct actions regarding outcome will not be sent via electronic mail.

Date of Adoption:	11/10/05
Date of Implementation:	11/10/05
Date & Subject of Revisions:	11/17/05 – Exec. Council, additional policies added to #5. 7/13/07 – Changes in references to other policies 3/10/08 – heading added 12/16/08 Revised 3/09/10 Revised

02/22/11 Reviewed  
02/29/12 Reviewed  
02/12/13 Reviewed  
03/04/14 Reviewed  
02/03/15 Reviewed  
02/16/16 Reviewed  
02/16/17 Reviewed  
02/16/18 Reviewed