

# Rogers State University

## Student Email Policy

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### Policy Statement

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Explains the assignment and expectations for student email accounts.

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### Who Should Know This Policy

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✓ President	✓ Faculty
✓ Vice Presidents	✓ Other Accounting/Finance Personnel
✓ Deans	✓ Students
✓ Directors	✓ Other Groups
✓ Department Chairs	✓ All employees

### Responsibilities

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<b>Responsible for Policy</b>	
University Officer Responsible:	
Brian Reeves	Director of Information Technology

### Procedure

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**STATEMENT OF PURPOSE:** This policy will establish the general guidelines for the use of student email accounts.

#### 1.0 Account Assignment:

Each student will be assigned an official University email account upon initial enrollment. This account will remain active while the student is enrolled at Rogers State University. A University assigned student email account is one of the University's official means of communication with Rogers State University students. Students are responsible for all information sent to them via their University assigned email account.

#### 2.0 Expectations regarding student email:

Students are expected to check their email on a frequent and consistent basis in order to stay current with University-related communications. Students have the responsibility to recognize that certain communications may be time-critical. Email returned to the University with “mailbox full” or untimely access of an email account are not acceptable excuses for missing official University communications via email.

### 3.0 *Privacy*

Users should exercise extreme caution in using email to communicate confidential or sensitive matters, and should not assume that email is private or 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.

### 4.0 *Educational uses of email*

Faculty will determine how electronic forms of communication (e.g., email) will be used in their classes. This "Official Student Email Policy" will ensure that all students will be able to comply with email-based course requirements specified by faculty. Distribution of student email will be limited to communication as it relates to academic endeavors and to conduct business with the University. Email distribution lists of students for the purpose of general institutional announcements, advertisements, etc. are prohibited unless approved by the appropriate Vice President.

### 5.0 *Allowable Use of University:*

Electronic mail services is allowed in compliance with the Student Code of Conduct and is an encouraged subject to the following conditions:

- a. Users of University electronic mail services are to be limited to University students, faculty, and staff for purposes that conform to the requirements of this Policy.
- b. University electronic mail services may not be used for unlawful activities, commercial purposes not under the auspices of the University, personal financial gain, personal use, or uses that violate other University policies or guidelines. The latter include, but are not limited to, policies and guidelines regarding intellectual property or regarding sexual or other forms of harassment. It is a violation of University policies, including the Student Code of Conduct, for any user of official email addresses to impersonate a University departmental unit, student, faculty/staff member, or any University representative.
- c. Electronic mail users shall not give the impression that they are representing, giving opinions, or otherwise making statements on behalf of the University or any unit of the University unless appropriately authorized (explicitly or implicitly) to do so. Where appropriate, an explicit disclaimer shall be included unless it is clear from the context that the author is not representing the University. An appropriate disclaimer is: "These statements are my own, not those of Rogers State University.
- d. University email users shall not employ a false identity.
- e. University email services shall not be used for purposes that could reasonably be expected to cause, directly or indirectly, excessive strain on any computing facilities, or unwarranted or unsolicited interference with others' use of email or email systems. Such uses include, but are not limited to, the use of email services to (i) send or forward email chain letters; (ii) "spam"; that is, to exploit list servers or similar broadcast systems for purposes beyond their intended scope to amplify the widespread distribution of unsolicited email; (iii) "letter-bomb"; that is, to resend the same email repeatedly to one or more recipients to interfere with the recipient's use of email; (iv) knowingly send virus infected email or virus infected attachments.

## **Policy History**

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### **Policy**

Issue Date: 3-29-2000

Revised: 3/31/2015