

**POLICY****STUDENT EMAIL**Student Email

Students have a right to accurate and timely communication about matters affecting them. To disseminate critical and official college communications to students in a timely and cost-efficient manner, Ridgewater College has designated electronic mail via the college-issued email address as the primary method of communication with students regarding topics of an academic, student service or administrative nature. The college retains the right to disseminate official notes via traditional methods as well.

Email Assignment and Maintenance

All students registered for credit coursework shall be assigned an official Ridgewater College email account upon initial registration.

College Obligations

- Faculty shall use only college-issued email addresses to communicate with students.
- The college shall provide access to computers with internet capabilities on campus.
- The college shall not lease or sell student email addresses.
- The college shall take a pro-active approach to block unsolicited bulk email messages that could clog email accounts.

Student Obligations

- Students bear the responsibility to read and respond to official college notices.
- 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 Ridgewater College’s appropriate use policy.

Redirecting Email

Students may redirect or forward their Ridgewater College assigned email address to a personal email address such as @hotmail.com or @yahoo.com, but students do so at their own risk. If a student chooses to forward their College email account, she or he is responsible for all information, including attachments, sent to any other email account.

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) and applicable Ridgewater College policies. Users of the student email system should exercise caution when communicating confidential or sensitive information.

Designated Communicators

To control the volume and the appropriateness of emails, the ability to broadcast a student-wide message shall be limited to persons/positions authorized as designated communicators; i.e., generally those positions that communicate regularly on a broad scale to the student body. Persons wishing to broadcast a

**POLICY****STUDENT EMAIL, continued**

message intended for student-wide distribution shall send an electronic request to a designated communicator at least two business days in advance of the desired broadcast date. Designated communicators include the following:

- College President or Designee
- Vice President of Academic Affairs and Student Services
- Dean of Student Services
- Director of Finance and Facilities
- Director of Financial Aid
- Director of Communications and Marketing
- Director of Computer Services
- Director of Student Life
- College Registrar

**Examples of Appropriate Student-Wide Distribution**

- Deadline notices (registration, tuition payment, financial aid, graduation, etc.)
- Class or registration cancellation notices
- Ridgewater College sanctioned events/invitations/announcements
- Campus crime and security notices
- New policy, policy change or service notices
- Surveys sanctioned by Ridgewater College
- Recruitment communiqués
- Student Government participation notices

**Examples of Inappropriate Student-Wide Distribution**

- Information unrelated to Ridgewater College business
- Solicitations or fundraising efforts not sanctioned by Ridgewater College
- Promotion of political viewpoints
- Personal information
- Surveys not sanctioned by Ridgewater College
- Messages containing confidential information such as course grades, financial aid award amounts, or tuition/fee payments amounts
- Messages that violate Board Policy, Ridgewater College Policy or state or federal laws

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*History:*

*12.05.05 Adopted; Implemented Fall Semester 2006*