

STUDENT EMAIL

POLICYStudent 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 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 and expects that students will assume full responsibility for all information sent to them via their college email account.

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 are expected to check their email daily.
Students bear the responsibility to comply with appropriate use of email in accordance with Minnesota State Board policy 5.22.1 "Acceptable Use of Computers and Information Technology Resources."

Redirecting Email

Students may redirect or forward their Ridgewater College assigned email address to a personal email address, 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. The college is not responsible for the delivery or delay of delivery into an alternate forwarded account. Students will retain all responsibility associated with official communications sent to their student 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.

Appropriate Use

Official email communications are intended to meet the academic and administrative needs of the college community. Appropriate use of email addresses is essential to the success of this mode of contacting

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students. Ridgewater College is committed to using it as efficiently and effectively as possible keeping the following guidelines in mind:

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 communications
- Student Senate 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

History:

12.05.05 Adopted; Implemented Fall Semester 2006

06.15.18 Proposed; 09.14.18 Revised