



Email Accounts

5.2

Part 1. General Information

College use of email

Email is a mechanism for official communication within Lake Superior 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. The LSC Computer Services Department is responsible for directing the use of the email system. (See Guidelines for the Use of Official Student Email Addresses for details.) All account users must adhere to Lake Superior College Policy 5.22, Acceptable Use of Computers and Information Technology Resources.

Part 2. Procedure for Implementation

Assignment of student email

Official LSC email accounts are created for all employees and for all admitted students. These accounts must be activated before the College can correspond with employees and students using the official email accounts. The responsibility for activating the account falls upon each individual employee or student. The official email address will be maintained in the MnSCU Information and Student Records System (ISRS). Official email addresses will be directory information unless the students request otherwise.

Deletion of student email

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

Redirecting of email

If a student or employee wishes to have email redirected from their official LSC 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 LSC email account. Information and warnings about forwarding are available on the LSC website (see <http://www.lsc.mnscu.edu/CompServ/eforward.htm>).

Expectations about student and employee use of email

Students and employees are expected to check their email on a frequent and consistent basis in order to stay current with College-related communications. Students and employees 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.

Authentication for confidential information

It is a violation of College policies, including the Student Code of Conduct, for any user of official email addresses to impersonate a College office, faculty/staff member, or student.

Privacy

Lake Superior 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.

Educational uses of email

Faculty 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

Acceptable Use of Computers and Information Technology Resources

Users are expected to be knowledgeable of and to fully comply with all aspects of the college's Acceptable Use of Computers and Information Technology Resources policy which defines general standards and guidelines for use of the college's technology resources including email.

Date Proposed:	February 19, 2003
Date of Implementation:	May 6, 2003
Revised:	September 16, 2003
	January, 2004
	October, 2007
Approved Revisions:	February 2004
	November, 2007

Signature of College President

Date