

EMAIL Policy

Purpose

The College uses electronic communication as an official means of information delivery. This use is motivated by the convenience, speed, cost-effectiveness, and environmental advantages of using email rather than printed communication. Because of this reliance on and acceptance of electronic communication, email is considered an official means for communication at the College.

Implementation of this policy ensures that employees have access to this critical form of communication. It also ensures that employees can be accessed by email as the need arises.

Policy

The College has the right to send communications to employees via the college email system and expects that employees will read these communications in a timely fashion. The College retains the right to send official communication via traditional methods.

Assignment of email addresses

Information Technology Services (ITS) will assign employees an official College email address. The College will send email communications to this official address.

Redirection of email

Email can be electronically forwarded to another email address. If an employee chooses to have email forwarded from the official address to another email address (e.g. @msn.com, @q.com) the employee may do so at his or her own risk. The College is not responsible for handling of email by outside vendors or for email redirected to another account.

Expectations regarding employee use of email

The College expects employees to check their email on a daily basis (scheduled work day) while employed or on contract, unless on approved leave or in travel status. During non-work periods of time, traditional methods (i.e. U.S. Postal Service, Federal Express, UPS) will be utilized to communicate urgent or time-sensitive material with employees having the responsibility to recognize that certain communications may be time sensitive.

Educational uses of email

Faculty may determine how students will use email in their classes. It is highly recommended that faculty specify their email requirements and expectations in their course syllabus. Faculty may expect students to use their official College email address for instructional purposes. Faculty may use email for their courses accordingly.

Appropriate use of email

In general, email is not appropriate for transmitting sensitive or confidential information unless its use for such purposes is matched by an appropriate level of security. Confidentiality regarding student records is protected under the Family Educational Rights and Privacy Act of 1974 (FERPA). All use of email, including use for sensitive or confidential information will be consistent with FERPA.

Mass email and unsolicited email

The College uses email as the primary means for communicating important information to its community. Mass email messages are a useful and convenient way of informing the college community. However, their potential for unnecessarily consuming resources and cluttering campus inboxes requires that senders of such messages adhere to some guidelines. Mass emails must be approved or sent by authorized users only. Whether such messages are sent by using a personally constructed list of addressees or a system-generated list, such as All-Staff@apachecollege.or, makes no difference in the effect or applicability of this policy.

There are two basic types of college-wide and campus email distribution lists:

- *All faculty and all staff, college-wide
- *All students, college-wide

Use of College-wide lists

College email is only for official college business. Use of college-wide email distribution lists should be solely used for information important to all members of the college community.

Access to college-wide email distribution lists

The following individuals have access to use of the college-wide email distribution list:

- *College President
- *Vice Presidents, Senior Level Leadership Team
- *College Registrar
- *Information Technology Staff
- *Administrative Assistants to the President and Vice-Presidents, Senior Level Leadership Team