



Policy & Procedure No. AA-#011
Northshore Technical Community College

Title:	Student Email Policy
Effective Date:	11/10/2015
Last Revision Date:	N/A
Office:	Academic Affairs

Student Email Policy

Purpose

There is an expanding reliance on electronic communication among students, faculty, staff, and administration at the Northshore Technical Community College (NTCC). This policy is motivated by the convenience, speed, cost-effectiveness, and environmental advantages of using email rather than printed communication. Because of this increasing reliance and acceptance of electronic communication, email is considered an official means for communication within NTCC.

Implementation of this policy ensures that students have access to this critical form of communication. For the majority of students, this policy will not represent any change from what is currently done; it will, however, ensure that all students can access, and be accessed by, email as the need arises.

Scope and Applicability

This student email policy provides guidelines regarding the following aspects of email as an official means of communication:

- College use of email;
- Assignment of student email addresses;
- Student use of and responsibilities associated with assigned email addresses; and
- Expectations of email communication between faculty and student and staff and student.

Definitions

Student Email Address: each student is authorized a “My.NorthshoreCollege.Edu” email address at midnight after the student submits an official application to the College. The preferred email address of a student is changed from an outside email provider to their “My.NorthshoreCollege.Edu” email address at midnight after they register for courses at NTCC.



Guidelines

1. College use of e-mail

Email is an official means for communication within NTCC. Therefore, the College has the right to send communications to students via email and the right to expect that those communications will be received and read in a timely fashion.

2. Assignment of student email addresses

Information Technology Services will assign all students an official College email address. It is to this official address that the College will send email communications; this official address will be the address listed in the College's Directory for that student.

3. Redirecting of email

A student may have email electronically redirected to another email address. If a student wishes to have email redirected from his or her official address to another email address (e.g., @gmail.com, @outlook.com, or etc.), they may do so, but at his or her own risk. The College will not be responsible for the handling of email by outside provider. Having email redirected does not absolve a student from the responsibilities associated with communication sent to his or her official College email address.

4. Expectations regarding student use of email

Students are expected to check their official College email address on a frequent and consistent basis in order to stay current with College communications. The College recommends checking email once a week at a minimum, in recognition that certain communications may be time-critical.

5. Educational uses of email

Faculty may determine how the official College email will be used in their classes. Faculty expect that students' official email addresses are being accessed and read.

6. Appropriate use of student 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.
- Email is not the sole method of communication by the College.



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Review Process:

X	Reviewing Entity	Review Date	Effective Date
X	NTCC Chancellor/Appointing Authority	10/02/2015	11/10/2015
X	College Leadership Committee	10/02/2015	11/10/2015
X	Academic Affairs Committee	10/02/2015	11/10/2015

Distribution:

Distributed Electronically via College's Internet
All Employee Email Dated 11/10/2015