



# LOUISIANA DELTA

COMMUNITY COLLEGE

## POLICIES & PROCEDURES

**Title: Student Communication**

**Document Number: SS\_310**

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**Department: Recruiting & Enrollment**

### **Purpose**

Louisiana Delta Community College assigned student e-mail accounts shall be the College's official means of communication with all students. The college also retains the right to send official correspondence via traditional methods.

### **Scope**

All Louisiana Delta Community College students and prospective students.

### **Policy**

#### Implementation

All enrolled students will be assigned an official LDCC e-mail account. Official college communications shall be sent to their individual e-mail account, including, but not limited to, announcements of college-related activities, student services notifications (student activities, student workshops, financial aid award letters and notifications, etc.) and actions (notification of probation, suspension, disciplinary actions, etc.)

#### Student Obligation

Implementation of this student e-mail policy places certain obligations on each student.

- Students understand they have been given a college e-mail account by virtue of attending Louisiana Delta Community College.
- Students shall responsibly manage their e-mail account on a frequent and consistent basis (i.e. archiving attachments, deleting old messages, and reviewing new messages, etc.)
- Students understand that the College may have to supplement electronic communication with traditional mail.
- Students are expressly forbidden from soliciting and receiving e-mails containing pornography or any other illicit materials. Violations of this policy will result in disciplinary actions, including possible suspension or expulsion from the College.

### College Obligations

Implementation of this student e-mail policy places certain obligations on the College and employees.

- The College will never lease or sell a student e-mail address to any advertisers and will take a pro-active approach to blocking unsolicited-bulk e-mail messages that could clutter a student's e-mail account.
- The College will provide access to computers with Internet capabilities on campus (e.g. open computer labs)

### Forwarding of e-mail

The college will not automatically send or forward e-mail messages to non-college accounts.

### Procedure

Each Dean or Department Head will be responsible for sending broadcast e-mail messages to students. For example, any e-mails regarding Student Services will be sent from the Student Service Department

### Management of Student Accounts

The Information Technology Department is responsible for the establishment of the student e-mail accounts. Accounts will be provided with 30 mb of storage space per student. Accounts will be active as long as a student is enrolled at LDCC. When students are within 90% of their mailbox quota, they will receive a message notifying them that their mailbox is almost full.

### Examples of Appropriate Student Wide Distribution

(Students may receive the following by e-mail)

- Communicating Student Service Information
- Notification concerning students' change of course schedules (drop/adds), general petitions and withdrawals
- Notification of cancellation of registration
- Academic Department Information such as class changes, registration issues, new courses and events
- New student information about academic support services and academic policies
- Payment deadlines and other business office/cashier information
- Surveys

### Privacy of e-mail

LDCC uses various methods to protect the security of its computers and network resources and its users' accounts.