



POLICIES & PROCEDURES

Title: Student Communication

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Department: Student Services

Purpose

The provision and use of official college email accounts for Louisiana Delta Community College students.

Scope

All Louisiana Delta Community College students and prospective students.

Policy

Delta 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.

Implementation

All enrolled students will be assigned an official Delta 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 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 Delta. 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

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