

Minot State University

SECTION 609

E-MAIL AS AN OFFICIAL COMMUNICATION METHOD TO STUDENTS

SOURCE: IT Central

1. **POLICY STATEMENT:** Electronic mail (e-mail), like postal and campus mail, is an official means by which the University may communicate with students. MSU exercises the right to send e-mail communication to students and expects that e-mail communication is received and read by students in a timely manner.
2. **RATIONALE:** As e-mail is readily available from any Internet connection it has been designated as an official communication medium by the University. Reliability, coupled with the convenience, speed, cost-effectiveness and environmental advantages of using electronic communication, make e-mail an effective and efficient means by which to communicate with students enrolled at MSU.
3. **DEFINITIONS:**
 - 3.1 **Official e-mail address:**
An e-mail address assigned to an individual by MSU IT Central.
 - 3.2 **Official e-mail communication:**
An e-mail message regarding official University business sent from an MSU faculty, staff, or departmental representative to a student or group of students.
 - 3.3 **Official student mailing list:**
A mailing list populated with official e-mail addresses used by administration and University offices for official mass communication to the student body. Students are expected to read all messages, and act appropriately on, all messages sent to this list.
 - 3.4 **Redirected e-mail:**
E-mail redirected from an official e-mail address to an address not issued by MSU IT Central (e.g., jane@yahoo.com, john@gmail.com).
4. **SCOPE:** This policy applies to all admitted and enrolled students at Minot State University.
5. **STUDENT USE & RESPONSIBILITIES:**

Security: Students are required to comply with all institutional and University System policies and procedures, especially [North Dakota University System Policy 1901.2 Computing Facilities](#), and relevant local, state, and federal law. It is a violation of policy to share usernames and passwords as potentially sensitive information may be transmitted via e-mail.

- 5.1 **Account Monitoring:**
Students are responsible for frequently monitoring their e-mail for official campus communication. Students have the responsibility to recognize that certain communication is time sensitive.

5.2 Special Accommodation:
Students with a disability who are unable to use e-mail as an official University communication may request an exemption to this policy in the form of an alternate format accommodation. To request the accommodation, students should contact MSU Access Services.

5.3 E-mail problems:
So as to not interfere with the receipt of official University communication, students must report any technical problems in accessing or using their official e-mail addresses to MSU IT Central Help Desk. (www.minotstateu.edu/helpdesk or 701-858-4444).

6. UNIVERSITY USE OF E-MAIL:

6.1 Campus Wide Announcements:
The University works to minimize the number of messages sent to the entire student body. Messages sent to the entire student body are sent through the official student mailing list. This list is moderated by MSU officials, and is reserved for official University communication that impacts all or most students. Students may not unsubscribe from the official list. Other (non-official) notifications may be sent via the Student Announce list managed by the Public Information Office.

6.2 Instructional Use of E-mail:
Instructors may determine how e-mail or other forms of electronic communication (i.e., Blackboard) shall be used to facilitate teaching and learning. Instructors may establish e-mail lists to communicate with students (e.g., regarding class assignments) and may expect that students are accessing their e-mail on a regular basis as specified in this policy.

6.3 E-mail Sent by Students:
In an effort to protect student privacy and better ensure student authenticity, University personnel may require that e-mails received from students, which request a response, be sent via their official e-mail address.

7. E-MAIL SERVICE REQUIREMENTS

7.1 Initial E-Mail Assignment and Service Setup:
Student e-mail is outsourced to Microsoft. Office365 e-mail accounts are automatically setup for students immediately upon admission to the University. E-mail addresses are free of charge and remain active as long as there is active usage of the e-mail account.

7.3 Redirecting of MSU E-mail:

Official University electronic communication is sent to students' official MSU e-mail address. Failure to receive official University messages when using a non-official e-mail address does not absolve students from the responsibilities associated with official communication sent to their official MSU e-mail addresses.

7.4 Privacy and Confidentiality:

Communication via e-mail is subject to all of the same public information, privacy, and records retention laws as other forms of communication. While MSU e-mail affords some measure of privacy, the redirecting of e-mail by students to outside accounts and the sharing of messages with third parties can negate the privacy protection rights afforded by students to the University.

HISTORY:

New December 3, 2013