

RCTC assigned student e-mail accounts shall be the primary means of communicating with students. The College also retains the right to send official correspondence via traditional methods.

### **Part 1. Implementation**

All students enrolled in credit bearing coursework will be assigned an official RCTC e-mail account. Official college communication shall be sent to this student e-mail account, including, but not limited to, campus emergency announcements (closures, delays, evacuations), notification of college-related activities (plays, concerts, student activities, sporting events, etc.) and actions (notification of probation, suspension, disciplinary action, etc.).

### **Part 2. Student Obligations**

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

- a) Students understand they have been given a college e-mail account by virtue of attending RCTC.
- b) Students shall adhere to proper and appropriate use of e-mail in accordance with RCTC Student Conduct Policy 3.6.
- c) Students shall responsibly manage their e-mail account on a frequent and consistent basis (i.e. archiving attachments, deleting old messages, etc.).
- d) Students understand that the College will have to supplement electronic communication with traditional mail.

### **Part 3. College Obligations**

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

- a) 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.
- b) The College will provide access to computers with Internet capabilities on campus (e.g. open computer labs, LTC lab, Cyber Café, etc.).

### **Part 4. Forwarding of e-mail**

The college will not automatically send or forward e-mail message to non-college accounts. Having e-mail lost because of forwarding does not absolve a student from the responsibilities associated with communication sent to his or her official college e-mail address. The College is not responsible for handling of e-mail by outside vendors or unofficial services.

### **Part 5. Course-related use of e-mail**

Faculty may use a student's official college e-mail as a valid mechanism for communicating with a student, and faculty may use e-mail for communicating with students registered in their classes.

### **Part 6. Procedure**

Persons wishing to send an e-mail broadcast message to student e-mail accounts shall submit their request to the Chief Student Affairs Officer or designee. To ensure that the message goes out in a timely manner it is essential that the person requesting to send a broadcast forward their request at least ten days in advance. See RCTC Procedure 2.15.1.

### **Part 7. Privacy of e-mail**

RCTC uses various methods to protect the security of its computer and network resources and of its users' accounts. Users should be aware that any electronic communications and data utilizing college-owned computer and network resources may be disclosed under the College, state, and federal laws and regulations or for appropriate college business needs.

Date of Implementation: Immediately

Date of Adoption: July 22, 2003

Revisions Adopted: 2/28/17

  
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Mary Davenport, Interim President

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2/28/17

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Date