

Southern Union State Community College Student Email Policy

A. Purpose of Policy

With the expanding reliance using electronic communication between students, faculty, and staff in today's society, Southern Union has adopted a student email service that will facilitate communication between instructors and students along with communications between students and various administrative college departments. By using a standard email service, Southern Union will be able to communicate announcements concerning class information and other important college related information in a quicker and more reliable manner rather than using printed material. At this time email will not completely replace printed information but will complement it by offering students a faster method in which to receive information. Our email service will be one of the College's official means on communication.

All students, staff, and faculty will have access to Southern Union's email service.

B. Summary of Guidelines

This Southern Union student email guideline will provide the policies of using email as one of the official means of communication.

- College usage of email
- The assignment of student email addresses
- General use and policies governing use of student email
- Email expectations

C. Guidelines governing student email

1. College usage of email

Southern Union uses email as one of its official means of communication so it is expected that all emails will be received and read by students and faculty in a timely manner. Email can be accessed both on campus and off campus. Southern Union will take measures to ensure that the student email service operates in a reliable and secure environment.

2. The assignment of Student email addresses

The MIS department will be responsible for the creation of student email addresses. Student email addresses will be assigned before the first day of class. For information concerning your official email please refer to Southern Union's College directory or access the official student email login page at

<http://bisonmail.suscc.edu>. Student email addresses will be kept along with the students other registration information in Southern Union's database located on a secure server. Email addresses will be deleted after one year of the student's departure.

3. General use and policies governing use of student email

Southern Union will leave the decision to its faculty members on how email will be used in their classes. Faculty should have clear email expectations outlined for students when classes start.

In general, students, faculty, or staff should not use email to send or share sensitive or confidential information unless appropriate security measures are applied for such purposes. The following criteria will be used governing sending email:

- The use of email, including sending and receiving of sensitive material will be consistent with Southern Union's Internet Policy.
- All use of email will be in compliance with local, state, federal law, and be consistent with the Family Educational Rights and Privacy Act (FERPA).
- Email will hold the same requirements and be consistent with other official methods of College information that is disseminated.
- Email should not be used to send any information that could appear as offensive to students or to Southern Union in general.
- Refrain from using the college's email system to transmit anything that the recipient might consider obscene, pornographic, threatening, harassing, or otherwise offensive.
- Users are responsible for maintaining the privacy of their log in and passwords.
- All Users are advised that they should review appropriate MIS and College computing and/or network use policy and be aware that there are state and federal laws in addition to those departmental policies.
- Violations of policy or law may include loss of User Account, College sanctions and other civil and criminal penalties.
- Southern Union State Community College reserves the right to revise or amend policies at any time.