



## **Email Account Policy**

### **Purpose:**

The purpose of the Email Account Policy at Fond du Lac Tribal and Community College is to establish guidelines for the use of official college email accounts by students, faculty, and staff. This policy ensures that email is used as an effective and secure means of communication within the college community. It outlines the responsibilities of account holders, including the expectation to regularly check and respond to emails, and the appropriate use of email for academic and administrative purposes. By defining these standards, the policy aims to protect the integrity and confidentiality of communications, support efficient information dissemination, and promote a professional and respectful digital environment.

### **Policy Language:**

#### **General Information**

##### **College use of email**

Email is a mechanism for official communication within Fond du Lac Tribal and Community College. The College has the right to expect that such communications will be received, read, and acted upon in a timely fashion. Official email communications are intended only to meet the academic and administrative needs of the college community. The Fond du Lac Tribal and Community College Information Technology Department is responsible for directing the use of the email system. All account users must adhere to Minnesota State Policy 5.22, Acceptable Use of Computers and Information Technology Resources.

#### **Procedure for IMPLEMENTATION**

##### **Assignment of Student Email**

Official Fond du Lac Tribal and Community College email accounts are created for all employees and for all admitted students. The official email address will be maintained in the Minnesota State Information and Student Records System (ISRS). Official email addresses will be directory information unless the student requests otherwise.

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### **Deletion of Student Email**

Student email accounts are de-activated after one year of non-attendance.

### **Redirecting of Email**

If a student or employee wishes to have email redirected from their official Fond du Lac Tribal and Community College address to another email address, they may do so, but at their own risk. The College will not be responsible for the handling of email by outside vendors. Having email redirected does not relieve a student from the responsibilities associated with official communication sent to his or her Fond du Lac Tribal and Community College email account.

### **Expectations about Student and Employee Use of Email**

Students and employees are expected to check their email on a frequent and consistent basis in order to stay current with college-related communications. Students and employees have the responsibility to recognize that certain communications may be time-critical. All users are responsible for errors, forwarding mail, or email returned to the College because of full mailboxes. These examples and instances are not acceptable excuses for missing official College communications.

### **Authentication for Confidential Information**

It is a violation of college policies, including the Student Code of Conduct, for any user of official email addresses to impersonate a college office, faculty or staff member, or student.

### **Privacy**

Fond du Lac Tribal and Community College cannot guarantee the privacy or confidentiality of electronic documents. Users should exercise extreme caution in using email to communicate confidential or sensitive matters, and should not assume that email is private and confidential. It is especially important that users are careful to send messages only to the intended recipient(s). Particular care should be taken when using the 'reply' command during email correspondence.

## **Educational Uses of Email**

Faculty will determine how electronic forms of communications (e.g., email) will be used in their classes, and will specify their requirements in the course syllabus. This policy will ensure that all students will be able to comply with email-based course requirements specified by faculty. Faculty can therefore make the assumption that students' official Fond du Lac Tribal and Community College email accounts are being accessed, and faculty can use email for their classes accordingly.

Users of computers and information technology resources are expected to be knowledgeable of and to fully comply with all aspects of the college's Acceptable Use of Computers and Information Technology Resources policy (Policy 5.22.1) which defines general standards and guidelines for use of the college's technology resources including email.

Policy reviewed and updated June 2019.

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**Date Policy was Originally Adopted:**  
**Responsible Division/Author:**  
**Revision Date(s):**