

## **IHCC Policy 5.26 Use of E-Mail for Official Communication**

### **Part 1. Policy Statement:**

E-mail is Inver Hills Community College's official means of electronic communication with students, faculty, and staff.

**Subpart A. Employees.** Inver Hills personnel will send official e-mail communications only to the Inver Hills e-mail address issued to an employee. Employees are expected to check their e-mail at least once each day they work; and more often as needed to adequately perform their job duties. Supervisors may establish additional requirements of employees for checking and responding to e-mail. Employees shall correspond with students regarding course and college business from the employees' Inver Hills e-mail account.

Employees are expected to read and know the content of e-mails designated as OFFICIAL.

**Subpart B. Authority to Send Official E-mail.** The President shall designate Inver Hills personnel who are authorized to send official e-mails.

**Subpart C. Students.** Students are responsible for providing an e-mail address in their E-services account that is accurate and remains capable of receiving messages from the college. The college will send official e-mail communication only to the e-mail address in each student's E-services account. Students are expected to check their e-mail on at least a weekly basis. Faculty may establish additional requirements of students for checking and responding to e-mail.

### **Part 2. Definitions.**

**Subpart A. Employee.** Faculty and staff (including administrators, managers and supervisors).

### **Related Documents:**

- Family Educational Rights and Privacy Act (FERPA) 20 U.S.C. Subsection 1232g; 24 CFR Part 99
- Minnesota State Colleges and Universities' Policy 5.22 Acceptable Use of Computers and Information Technology Resources
- Minnesota State Colleges and Universities' Procedure 5.22.1 Acceptable Use of Computers and Information Technology Resources
- Minnesota State Colleges and Universities' Guideline 5.23.1.13 Breach Notification
- Minnesota State Colleges and Universities' Procedure 1C.0.1-Employee Code of Conduct
- IHCC Policy Acceptable Use of Technology

**Responsible Administrator:** Chief Human Resources Officer

### **Policy History**

Date of Adoption: 04/2005

Last Review date: 04/29/2014

Date most recent policy revisions go into effect: 04/29/2014

**Date & Subject of Revisions:**

04/29/2014 –Added expectations of employees and students for frequency of checking e-mail. Added requirement for employees to use their Inver Hills e-mail account for business correspondence with students. Deleted provision that the college will provide e-mail accounts to students.