

Policy Title: **STUDENT EMAIL**

All Fox Valley Technical College students admitted to a program will receive an fvtc.edu domain email address. The FVTC email address is designated as the official communication vehicle to provide information to program students regarding registration for classes, business transactions, advising, campus activities, and other information which is needed to enhance the College experience. All non-program students will receive official email communications to their preferred email account.

This policy establishes the College's expectation that faculty and staff may routinely communicate important information to students via email. Students are responsible for the consequences of not reading in a timely fashion College-related communications sent to their email account.

FVTC students who are provided a College email account need to be aware of the following:

- Accounts will automatically be removed after 3 (three) consecutive terms of no class activity. This includes students who graduate and do not take a class for three consecutive terms after graduation.
- Account properties are as follows:
  - *The student email address is generated using the student's first name, last name, and student Id.*
  - *Students receive a notification when the mailbox is approaching capacity.*
  - Students are prohibited from sending and receiving email when mailbox is at capacity.
- Messages in the Junk Email Folder are automatically deleted after 30 days.
- Student email accounts may not use College-wide distribution lists, including the All Students email list.

FVTC will use email to communicate official College information of many kinds to students. Examples include, but are not limited to, financial aid announcements, registration or enrollment information, College and student sponsored activities and events, and emergency procedures and closings. As noted above, students are responsible for reading in a timely fashion, College-related communications sent to their email account.

In general, email is not appropriate for transmitting sensitive or confidential information unless it is matched by an appropriate level of security or permission. All use of email will be consistent with other College policies including the FVTC administrative policy, Acceptable Computing Resources. All use of email will also be consistent with local, state, and federal law, including the Family Educational Rights and Privacy Act (FERPA). For non-program students, the College is not responsible for the handling of email by outside vendors or unofficial servers.

*Adopted: 10/18/06*

*Reviewed: 05/13/19*

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