

ADMINISTRATIVE POLICY TYPE: STUDENTS

POLICY TITLE: Student Email

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

This policy establishes the College's expectation that faculty and staff may routinely communicate important information to students using the College's established email system. Students are responsible for the consequences of not reading in a timely fashion College-related communications sent to their official FVTC student 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:
 - Email addresses are generated using last name up to 8 characters + last 4 digits of student ID. If the address is already in use or the last name is less than 3 characters, then a combination of the last name and first name up to 8 characters + last 4 digits of student ID will be used.
 - Mailbox contains 50 GB of storage.
 - Students receive a "mailbox full" warning at 49 GB.
 - Students are prohibited from sending email when email is at 49.5 GB.
 - Students are prohibited from sending and receiving email when mailbox is full.
 - Automatic cleanup of the following folders occurs:
 - Junk email (30 days)
 - Deleted items (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 FVTC student 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 Use of 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).

Students may elect to redirect (autoforward) messages sent to their FVTC official student email account to a non-College account. Students who redirect email from their official account to a

non-College account (such as AOL, Yahoo, Hotmail), however, do so at their own risk. Having email lost as a result of redirection does not absolve a student from the responsibilities associated with communication sent to her or his official email account. The College is not responsible for the handling of email by outside vendors or unofficial servers.

Adopted: 10/18/06

Reviewed: 11/19/14

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