

CHAPTER 2: Student Affairs

Policy 2A.2: Student Email

To disseminate critical and official college notices to students in an efficient and cost-productive manner, Anoka-Ramsey Community College has designated email via the college-issued email address as the primary method of communication with students regarding topics of academic, student service or administrative nature. The college retains the right to disseminate official notices via traditional methods also.

Email Assignment and Maintenance

All students registered for credit coursework shall be assigned an official college email account upon initial registration.

College Obligations

- Faculty shall use only college-issued email addresses to communicate with students.
- Faculty shall specify the requirements for online learning in the course syllabus.
- The college shall provide access to computers with Internet capabilities on campus.
- The college shall not lease or sell student email addresses.
- The college shall take a pro-active approach to block unsolicited-bulk email messages that could clutter college-issued email accounts.

Student Obligations

- Students bear the responsibility to read and respond to official college notices.
- Students bear the responsibility to comply with appropriate use of email in accordance with MnSCU Board [Policy 5.22.1 Acceptable Use of Computers and Information Technology Resources](#) and college [Policy 3F.1 Student Conduct Code](#).

Redirecting Email

Students may redirect or forward their college-assigned email address to a personal email address such as @aol.com or @hotmail.com, but students do so at their own risk. Redirecting email and subsequently losing or missing email messages does not relieve students from the obligation to respond to college-initiated messages or notices. The college is not responsible for handling email from outside vendors.

Privacy

Messages and notices sent via the student email system are subject to applicable privacy laws and policies, including, but not limited to the Minnesota Government Data Practices Act (MGDPA) and the federal Family Educational Rights and Privacy Act (FERPA) and college [Policy 2A.1 Data Practices](#). Users of the student email system should exercise caution when communicating confidential or sensitive information.

Designated Communicators

To control the volume and the appropriateness of emails, the ability to broadcast a student-wide message shall be limited to persons/positions authorized as designated communicators, i.e., generally those positions that communicate regularly on a broad scale to the student body. Persons wishing to broadcast a message intended for student-wide distribution shall send an electronic request to a designated communicator or his/her designée at least two (2) business days in advance of the desired broadcast date. Designated communicators include the following:

A member of the Minnesota State Colleges and Universities System. Anoka-Ramsey Community College is an equal opportunity employer and educator. This document is available in alternate formats to individuals with disabilities by calling 1-866-433-5590 or 763-433-1450 (TTY).

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- College President or Designée
- Dean of Educational Services
- Director of Fiscal and Auxiliary Services
- Director of Financial Aid
- Director of Marketing and Public Relations
- Director of Technology
- Director of Public Safety
- College Registrar
- Student Activities Coordinator/Director

Examples of Appropriate Student-Wide Distribution

- Deadline notices (registration, tuition payment, financial aid, graduation, etc.)
- Class or registration cancellation notices
- College-sanctioned events/invitations
- Campus crime and security notices
- New policy, policy change or service notices
- Surveys sanctioned by college
- Recruitment communiqués
- Student Government participation notices

Examples of Inappropriate Student-Wide Distribution

- Information unrelated to college business
- Solicitations
- Promotion of political viewpoints
- Personal information
- Surveys not sanctioned by college
- Messages containing confidential information such as course grades, financial aid award amounts, or tuition/fee payment amounts
- Messages that violate college policy or state or federal laws

History:

03.2005 Adopted

05.2005 Implementation