Concordia University Wisconsin Email Use Policy

Introduction

Email is an official method of communication at Concordia University Wisconsin, and so the University may send official communications to students via Email. Students are responsible for the consequences of not reading University-related communications sent to their official Concordia University Wisconsin Email account in a timely fashion. Every student is given an Email account upon his or her initial registration; this account is maintained as long as the student remains registered. Concordia University Wisconsin automatically generates a number of Email distribution lists of students. Messages sent to such distribution lists are considered official University communications. Students are expected to check their Concordia University Wisconsin Email on a frequent and consistent basis in order to remain informed of University-related communications. The University recommends checking Email several times per week. Since instructors determine how Email is used in their classes, they may require students to check their Email on a specific or more frequent basis.

Concordia University Wisconsin provides electronic mail as part of the computing and networking facilities and services to support its educational mission. Email accounts are automatically created for students and employees of the University. Email use by students, faculty, staff, and other members of the University community over the campus network is a privilege, and is accompanied by a corresponding responsibility to use it in an appropriate manner. The Concordia University Wisconsin Acceptable Use Policy shall govern such use.

Email is considered an official method of communication at Concordia University Wisconsin because it delivers information in a convenient, timely, cost effective, and environmentally responsible manner.

Confidentiality and Privacy

The computing infrastructure supporting Email is the property of Concordia University Wisconsin, as is all material stored on it, including Email messages. The University treats individual communications as confidential and will only examine or disclose their contents.
• When authorized by the owner.
• When required to evaluate and/or adjust the Email system to ensure effective operation.
• When directed by the combined authorization of the Director of Computing Operations and the Vice President of Information Technology. Such actions will be taken when there is evidence or reasonable information that inappropriate use of computing and networking facilities and resources is taking place, when situations involve health or safety of people or property, or when required by legal obligations or responsibilities.

However, Email is inherently an insecure communications medium, and no one should expect its confidentiality to be guaranteed. In general, Email is not appropriate for transmitting sensitive or confidential information. All use of Email will be consistent with other University policies, including the Concordia University Wisconsin Acceptable Use Policy.

**Appropriate Use of Email**

Please apply common sense and civility to your use of Email; inappropriate use may result in sanctions as defined in the Concordia University Wisconsin Acceptable Use Policy. Appropriate use includes the following practices:

• Identify yourself clearly and accurately in Email. Concealing or misrepresenting your name or affiliation is never appropriate.
• Take care to avoid disseminating computer viruses or other programs that may damage or place excessive load on Email or other University resources.
• Refrain from sending chain mail and junk mail. These are mass mailings unrelated to University activities that are unlikely to be wanted by most recipients.
• The use of broadcast mail (sending the same note to groups of employees or students) places stress on the Email system. It should be used selectively for compelling mission-related reasons only. Only authorized users may send broadcast mail. Please contact Information Technology for information on the use of broadcast lists.
• Treat Email messages and attachments as private and confidential, unless the author(s) make them explicitly available to others.
• Respect the copyright, intellectual property rights, contracts and/or licenses of others, including the University.

Sanctions for inappropriate use of Email and other computing and networking resources are described in the Concordia University Wisconsin Acceptable Use Policy.

**Student Use of Email**

Email is an official method of communication at Concordia University Wisconsin, and so the University may send official communications to students via Email. Students are
responsible for the consequences of not reading University-related communications sent to their official Concordia University Wisconsin Email account in a timely fashion. Every student is given an Email account upon his or her initial registration; this account is maintained as long as the student remains registered. Concordia University Wisconsin automatically generates a number of Email distribution lists of students. Messages sent to such distribution lists are considered official University communications. Students are expected to check their Concordia University Wisconsin Email on a frequent and consistent basis in order to remain informed of University-related communications. The University recommends checking Email several times per week. Since instructors determine how Email is used in their classes, they may require students to check their Email on a specific or more frequent basis.

Students are also responsible for ensuring that they do not allow their Email account to overflow. The University is not responsible for official communications that are lost due to a lack of Email account maintenance. Students are responsible for reading official University Email, regardless of which other Email services they use. The University is not responsible for the handling of Email by outside vendors or unofficial servers. Consequently, Concordia University Wisconsin strongly recommends that students use the University's Email services to regularly read their Email.

**Employee Use of Email**

Email is an official method of communication at Concordia University Wisconsin, and so the University may send official communications to employees via Email. Employees are responsible for the consequences of not reading University-related communications sent to their official Concordia University Wisconsin Email account in a timely fashion. With the exception of certain temporary employees, every employee is given an Email account upon his or her hire; this account is maintained as long as the employee remains a member of the University. Concordia University Wisconsin automatically generates a number of Email distribution lists of employees, including lists for divisions and employee associations. Messages sent to such distribution lists are considered official University communications.

Concordia University Wisconsin Email is intended for professional use. Modest personal use that does not interfere with job performance is permitted. While external Email services such as Yahoo and Hotmail may be used for personal communication, all official University Email communication must use the Concordia University Wisconsin Email system. Employees are expected to check their Concordia University Wisconsin Email on a frequent and consistent basis in order to remain informed of University-related communications. The University recommends checking Email daily. For those employees without regular access to computers, important University communications are posted on bulletin boards, and computers designated for staff use are available in designated areas and computer labs.
Employees are also responsible for ensuring that they do not allow their Email accounts to overflow. The University is not responsible for official communications that are lost due to a lack of Email account maintenance.

**Email Address Retention**

Please review the Concordia University Wisconsin Email Retention Policy.