

<b>Selkirk College Policies and Procedures</b>		Title and number	8630 Student Email		
		Replaces	new		
		Effective	2010-05-05	Next review :	2014-05-05
Executive Responsibility	Administrative Responsibility	Recommended by Policy Review Committee	2010-05-05		
Registrar	Registrar	Recommended/Approved by Education Council	NA		
		Approved by President	2010-05-05		

## 1. POLICY

Email is considered an official means of College communication with our students. For the purposes of this policy, the use of the term “student” refers to applicants, as well as current and former students.

The Selkirk College email account will be considered the official email address of the student and it will be utilized to communicate registration information, course cancellations, fee payment and deadline information, financial aid, library notices and other information pertaining to enrolment and services provided by the College. Additionally, this email account will be available for instructors to communicate with their classes and for the College to contact and/or notify students in the event of an emergency. In accordance with the disclosure on the Selkirk College application form, this email address may be utilized by third-parties conducting educational research initiated by and on behalf of the College. Selkirk College alumni may retain their student email account in order to retain contact with other alumni and with the College.

## 2. PURPOSE

This policy establishes the rights and responsibilities of both users and providers of Selkirk College Student Email.

## 3. COLLEGE USE AND RESPONSIBILITIES

- A. The College will assign all students an official College email address and webmail account.
- B. The current student email address will be in the format of [name]@edu.selkirk.ca and will be referred to as the *Current Student Email Account*. Former student email address will be [name]@alum.selkirk.ca and will be referred to as the *Alumni Email Account*. The College will utilize alumni email to maintain a connection with the alumni member with regards to College and alumni news and business.
- C. Class requirements for the utilization of Selkirk College email accounts will be communicated by instructors.
- D. The College may withdraw access to the Selkirk email account if it is inactive; the student is no longer in attendance and/or in good standing; the account is misused or other reasons deemed appropriate.

- E. The College will provide students an opportunity to retain their student email accounts. This decision-point will be thirteen months after program completion.
- F. Students who complete their programs are invited to join the Selkirk College Alumni Association (SCAA). Membership in the SCAA includes having access to an alumni email account.
- G. Educational research initiatives utilizing student email addresses will be managed by the Institutional Research Office.

#### **4. STUDENT/ALUMNI USE AND RESPONSIBILITIES**

- A. Students are expected to keep up to date on a frequent basis so that they are informed of official College communication as well as information from their instructors.
- B. Students are required to keep their email account passwords confidential.
- C. Students may choose to forward email from the Selkirk College Student email account to another email address. Students are responsible to ensure that the forwarding address is kept up-to-date. Forwarding email is done at the student's risk; the College takes no responsibility for forwarded emails that are not received by the student.
- D. Students utilizing Selkirk College email accounts are expected to adhere to all College policies and procedures; specifically, Policy 3400 *Student Code of Conduct – Rights and Responsibilities*.
- E. Complaints regarding the use of Selkirk College email should be addressed to the responsible Administrator.
- F. Alumni will use their email accounts to maintain contact with fellow Selkirk alumni and with the College.

#### **5. CONFIDENTIALITY**

Confidentiality regarding students' records is protected under the British Columbia Privacy Act. All use of email, including use for sensitive or confidential information, will be consistent with privacy legislation. Student email accounts will be utilized only for the intended purpose, as stated in this policy.

**Key words:** ..... email, responsibilities