



Policy on the Use of Student Email

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**** Mineral Area College ****

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Mineral Area College provides email accounts to all actively enrolled students. Email is the method used for official College-related communication. Since some messages are time sensitive, students are expected to read such communication regularly and consistently. Information sent to students from College faculty, staff, or administration fulfills any obligated communication to students. As the official communication of College information, students may not expect or request that such communications be withheld from their email accounts.

Email in the mineralarea.edu domain is the property of Mineral Area College. If violations of use are suspected, individual College email accounts may be inspected by College Administration and/or authorized IT employees. In the event of such suspicion, the College will attempt to notify the student about the violation.

Mineral Area College email should be used for academic and administrative purposes. The following are transmissions which violate this policy. Other violations may also be identified. They are strictly prohibited and will be grounds for termination of email privileges:

- Highly confidential information
- Violating any laws, College policies, or ethical standards
- Unsolicited email such as spam, chain letters, commercial activity, or partisan political content
- Obscenity, pornography, harassment, or threats
- Attempts to access unauthorized data, such as another individual's email account
- Knowingly sending computer viruses or other malware
- Any misrepresentations of the identity of the sender

The College cannot guarantee email privacy. Therefore, students should refrain from sending confidential information through email.

As the official College communication service, faculty may determine how campus email will be used in their classes. Faculty can assume that students read their email messages regularly and may use the system to communicate with students.

Student email accounts are not perpetual. Accounts will be terminated 365 days after the last date of enrollment. For example, students enrolled for the Fall 2019 semester who do not re-enroll in Spring 2020, Summer 2020, or Fall 2020, will have their college email account terminated during the Fall 2020 semester. If a student re-enrolls for classes after the previous account was terminated, a new and different account will be generated. Due to the temporary nature of student email accounts, students should not connect college email addresses to personal services, such as banking, shopping, or social networking.

Any questions regarding the use and implementation of this policy should be directed to the attention of the Chief Information Officer of Mineral Area College.