

Procedure 3.2543

Electronic Mail for Students Procedure

Electronic mail is provided to all curriculum students. Students are expected to use electronic mail responsibly and professionally. Students should make no intentional use of the service in an illegal manner.

Students shall avoid unnecessary network traffic and interference with other users including but not limited to:

- a) Unsolicited commercial advertising by students is strictly forbidden. For the purpose of this procedure, “Unsolicited Commercial Advertising” includes any transmission that describes goods, products, or services and that is initiated by a vendor, provider, retailer, or manufacturer of the described goods, products, or services, or by a third party retained by, affiliated with, or related to the vendor, provider, retailer, or manufacturer. For purposes of this definition the vendor, provider, retailer, or manufacturer must be a non-governmental entity. This prohibition shall not include either (i) discussions of a product or service’s relative advantages and disadvantages by users of those products or services (unless the user is also the vendor, retailer, or manufacturer, or related to or affiliated with the vendor, provider, retailer, or manufacturer), (ii) responses to questions, but only if such responses are direct replies to those who inquired via electronic mail, or (iii) mailings to individuals or entities on a mailing list so long as the individual or entity voluntarily placed their name on the mailing list.
- b) Students shall not transmit or originate any communication where the message, or its transmission or distribution, would constitute a criminal offense, or otherwise violate any applicable law.
- c) Students shall not access or attempt to gain access to electronic mail accounts to which they are not authorized.

References

Legal References: *Enter legal references here*

SACSCOC References: *Enter SACSCOC references here*

Cross References:

Procedure

History

Senior Staff Review/Approval Dates: 11/6/2013, 7/25/2016

Board of Trustees Review/Approval Dates: *Enter date(s) here*

Implementation Dates: *Enter date(s) here*

