



<b>Policy Title</b>	<b>Effective Date</b>	<b>Policy Number</b>
Student Email Policy	4/15/2008	IT-071
<b>Responsible College Division/Department</b>	<b>Responsible College Manager Title</b>	
Technology	Vice President of Administrative Services	
<p>All LTC technical resources are owned by the college and are subject to monitoring, including email. Email is an official means for communication within LTC. Therefore, the College has the right to send communications to students via email and the right to expect that those communications will be received and read in a timely fashion. The LTC email should be used for college/course related communications or personal communications only. It shall not be used or associated with any non-LTC related commercial endeavor.</p> <p>The Technology Department will assign all undergraduate and extended education students an official College email address. It is to this official address that the College will send email communications; this official address will be the address listed in the College's Directory for that student while the student is actively enrolled in classes. Email accounts of students who have graduated or who have not been enrolled in classes for a period of 18 months will be disabled. After an additional 6-month period, the account will be deleted if the student has not re-enrolled in classes.</p> <p>A student may have email electronically redirected to another email address. If a student wishes to have email redirected from his or her official address to another email address (e.g., @gmail.com, @yahoo.com, or an address on a personal server), they may do so, but at his or her own risk. The College will not be responsible for the handling of email by outside vendors or by departmental servers. Having email redirected does not absolve a student from the responsibilities associated with communication sent to his or her official email address.</p> <p>Students are expected to check their official email address on a consistent basis in order to stay current with College communications. The College recommends checking email once a week at a minimum; in recognition that certain communications may be time-critical.</p> <p>Faculty may determine how email will be used in their classes. It is highly recommended that if faculty have email requirements and expectations they specify these requirements in their course syllabus. Faculty may expect that students' official email addresses are being accessed and may use email for their courses accordingly.</p> <p>In general, email is not appropriate for transmitting sensitive or confidential information unless its use for such purposes is matched by an appropriate level of security.</p> <ul style="list-style-type: none"><li>▪ Confidentiality regarding student records is protected under the Family Educational Rights and Privacy Act of 1974 (FERPA). All use of email, including use for sensitive or confidential information, will be consistent with FERPA.</li><li>▪ Email shall not be the sole method for notification of any legal action.</li><li>▪ All students and staff are responsible for reporting any potential misuse of the college email</li></ul>		



communications services to the Enrollment Services Manager.
<b>Reason for Policy</b> To promote and provide email access to all students.
<b>Cross References and Legal Review</b> <b>Created/Adopted:</b> 4/15/2008 <b>Reviewed/Revised:</b> 4/15/08; 05/19/17; 5/2/19 <b>Legal Counsel Review and Approval:</b> N/A <b>Board Policy:</b> III.A. General Executive Constraint
<b>Definitions</b>

See [Student Email Procedure](#)