

WISCONSIN INDIANHEAD TECHNICAL COLLEGE



POLICY: C-103

TITLE: Using Electronic Communications for Conducting Official College Business with Students (Staff Policy)

CROSS REFERENCE(S):

J-103 (Student Policy – Using Student E-Mail)

J-103 A (Student Procedure – Using Student E-Mail)

C-103 A (Staff Procedure - Using Electronic Communications for Conducting Official College Business with Students)

At Wisconsin Indianhead Technical College, there is an increasing need for electronic communications with our students. The college intends to establish electronic mail (e-mail) and web portal-based messaging options as communication tools with students. Electronic communications enable faculty, staff and administration to communicate more effectively and efficiently with the user community (potential and current students, alumni, parents, etc.).

Electronic communications is a valid mechanism for official communication with students, and in return, the college has the right to expect that students sign-in and check electronic communications and will read them on a frequent and consistent basis.

The proper use of legal, safety, privacy, and similar aspects of electronic communications must be governed by policies and procedures that provide guidance regarding how, when, and in what format electronic communications will be used and how the ever increasing quantity of communications will be managed.

Policy Adopted: September 17, 2007

PRESIDENT
WISCONSIN INDIANHEAD TECHNICAL COLLEGE