

WISCONSIN INDIANHEAD TECHNICAL COLLEGE



POLICY: J-103

TITLE: [Using Student E-Mail \(Student Policy\)](#)

CROSS REFERENCE(S):

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

A college-assigned student electronic mail (e-mail) account shall be an official means of communication with students at WITC. The college expects that students will sign-in and check their college-issued e-mail account on a frequent and consistent basis as students are responsible for all information sent to them via their college-assigned e-mail account. This account is free of charge and currently is active as long as the student remains active. Increasingly, e-mail is becoming the primary mode of communication between students and the college. The information distributed via e-mail varies from college updates to registration summaries.

At Wisconsin Indianhead Technical College, there is a growing need for electronic communications between the student community and the faculty and administration. The college has established e-mail to enable faculty, staff, and administration to communicate more effectively and efficiently with the user community (potential and current students, alumni, parents, etc.).

The proper use of (legal, safety, privacy, and similar aspects) e-mail communications will be governed by WITC policies and procedures. The procedure provides guidance regarding how, when, and in what format e-mail 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