

WISCONSIN INDIANHEAD TECHNICAL COLLEGE



PROCEDURE: J-103 A

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

CROSS REFERENCE(S):

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

The purpose of this document is to provide guidance to the college and our user community (potential and current students, alumni, parents, etc.) to ensure the acceptable use of electronic mail (e-mail) communications.

GUIDELINES FOR ACCEPTABLE USE OF E-MAIL (WITC STUDENT E-MAIL COMMUNICATIONS)

1. It is the policy of this college that its facilities be used to fulfill its mission of teaching and public service. WITC facilities including the e-mail system are not available for unrestricted use for other purposes.
2. E-mail is not intended to be used for personal gain nor as a medium for free expression when unrelated to the academic programs or operations of the college.
3. Communications that violate Wisconsin federal, local or international laws are unacceptable. Activities that interfere with the ability of others to make effective use of campus e-mail, computing, and network resources are prohibited. You may be subject to criminal prosecution if you: access or release unauthorized information/data; intentionally disclose your password to another who uses it to gain unauthorized access to information; or fail to exercise adequate care in maintaining system security. Using the network in a harmful or harassing manner is prohibited.
4. It is also the responsibility of all students to report any potential misuse of the college e-mail communications services. Inquiries and concerns can be reported to the Electronic Communications Team at ecomteam@witc.edu .
5. It is imperative that WITC insure that all e-mail communications to the user community (students & staff) are essential and relevant to the academic college mission.
6. Official college business communications from faculty and staff to students should be properly addressed in the subject line of the e-mail (Example: "Subject: WITC-Grades now available in your portal").
7. Keep messages simple and direct.
8. Examples of inappropriate uses of e-mail are:
 - a. Information not related to the academic college mission
 - b. Personal information
 - c. Solicitation
 - d. Promotion of political viewpoints
 - e. Surveys that do not serve sanctioned college purposes
 - f. Messages that contain confidential information in the body such as grades, financial aids, etc.
9. E-mail communications is a tool for official communication with students. Students are expected to check their official WITC e-mail at yourname@students.witc.edu .

SUPPORT FOR USING YOUR STUDENT.WITC.EDU STUDENT E-MAIL ACCOUNT

All customer support will be directed and handled through the Help Desk as follows:

- **WITC Help Desk** - <http://www.witc.edu/hdo/index.htm>
- **Off Campus:** Dial Toll Free 1-877-4MY.WITC (1-877-469-9482)
- **On Campus:** Dial extension 7300

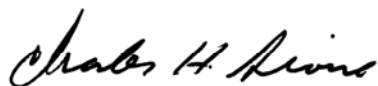
YOUR ACCOUNT LIFECYCLE

1. All credit (UGRAD) students enrolled in a degree-seeking (or unassigned) program will be given an e-mail account with the expectation they will receive e-mail communications and will read them on a frequent and consistent basis.
2. Student e-mail accounts will be created automatically upon full admit status.
3. Student e-mail accounts will be verified three (3) weeks after the start of the fall and spring term. The process will verify if the student is actively enrolled in the current term or in one of the previous two (2) terms (summer/fall/spring). If no active enrollment is found in any of the three (3) verification terms, the account will be deleted.
4. Accounts will remain unique throughout the life of the system, meaning if the student returns, they will receive their original e-mail address.

QUALITY ASSURANCE

1. The college Electronic Communications Policy Team will monitor and enforce these guidelines.
2. Instructors maintain the right to use e-mail communications to contact students registered in their classes during the current semester without prior permission.
3. Any deviation from this approved policy will be dealt directly with the student.
4. The above guidelines are not meant to be exhaustive. The College President is the final authority on questions of acceptable use of the network. Until an issue is resolved, questionable use should be considered unacceptable.
5. All users are expected to take all reasonable measures, given the constraints of technology and management practices, to ensure that traffic entering WITC from other networks conforms to these guidelines.
6. The WITC Network should not be considered a secure network and should not be relied upon for transmitting confidential or sensitive information.
7. It is also the responsibility of the user community to report any potential misuse of the college student e-mail communication services. Inquiries and concerns can be reported to the Electronic Communications Team at ecomteam@witc.edu.

Procedure Adopted: August 7, 2007



PRESIDENT
WISCONSIN INDIANHEAD TECHNICAL COLLEGE