

POLICY AND PROCEDURE MANUAL

Policy Title:	COMMUNICATION TO STUDENTS THROUGH EMAIL POLICY	Area of Responsibility: VICE PRESIDENT, COLLEGE COMMUNICATIONS & COMMUNITY RELATIONS, EXECUTIVE DIRECTOR, FOUNDATION
Policy Section:	INFORMATION TECHNOLOGY	Policy No: 6.4
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6.4 COMMUNICATION TO STUDENTS THROUGH EMAIL POLICY

Introduction

This policy clearly establishes that the channel for email communication will be through the St. Clair College email. The College wants to ensure the protection and confidentiality of student information during any electronic communication. Sending emails to preferred email addresses will only take place during admission communication.

Student responsibilities include:

Students are expected to use their St. Clair email when communicating electronically with the College, including communicating with faculty. Only email messages received from students using their College email will be treated as legitimate. All communications to registered students from the College will be through the College email system.

Acceptable Use and Confidentiality of Passwords – Students must treat passwords with the security and respect that they require. Students are expected to follow the Campus Acceptable Use Policy <http://www.stclaircollege.ca/stclairspace>, which they accept when activating their St. Clair ID. It is recommended that students do not use automatic login features at any PC that they use.

What is the College’s Mass Email Policy?

College electronic mailing lists have been set up to provide College-wide communication or with a subgroup of the campus such as all staff, all faculty, and all students. College electronic mailing lists for these subgroups are restricted for use by authorized persons to conduct College business only and will be sent using College email addresses only.

Exceptions

The College reserves the right to use personal email addresses to conduct certain College business (i.e., Account Management or Admissions processes).

The following exceptions are approved at this time:

IT Services

- Account Creation and Management
- Emergency Notifications

Registrar's Office

- Admissions

Continuing Education and Corporate Training

- Non-post secondary courses and workshops
- Customized Contracts

Due to CASL (Canadian Anti-Spam Legislation), the use of personal email by any College employee must be authorized by the Chief Information & Security Officer.

Enforcement

Any employee found to be in violation of this policy may be subject to disciplinary action.