Student Use of University Assigned Email Accounts

Policy Number: 8-05

Commonwealth University of Pennsylvania

Endorsed by University Senate, [Date of Endorsement]

Issued by [Insert]

Responsible Office: Office of Information Technology

1. Purpose

The University seeks to achieve effective and secure communication through assigned university email accounts for all students.

2. Scope

This policy applies to all students of Commonwealth University.

3. Definitions, Roles and Responsibilities

3.1. Roles and Responsibilities

3.1.1. The approved student email system is determined by the Office of Information Technology in consultation with the Information Technology Senate Subcommittee.

4. Policy

4.1. The University assigned email account shall be the primary means of official communication with all students at Commonwealth University.

4.2. All students are required to regularly check their university email and course management system inboxes, and take appropriate action based on any official communications received.

4.3. Students will not be able to automatically forward their university assigned account to an external email system or account. Students will be still be able to forward individual email messages.

4.4.   All emails on student university email accounts will be retained for a maximum of one year for security and storage-saving purposes. Students are encouraged to back up or save important email or attachments.

4.5.   Students are able to archive email or attachments to their personal devices or storage utilizing University technology.

4.6.   This policy does not prohibit university departments or offices from using other modes of communication approved by the Office of Information Technology in addition to university email for communication purposes.

5. Compliance and Enforcement

5.1.   This policy will be reviewed every five years by the Office of Information Technology and the Information Technology Subcommittee.

6.   Additional Information

6.1.   Frequently Asked Questions

6.1.1. https://helpdesk.commonwealthu.edu/TDClient/66/Portal/KB/ArticleDet?ID=3444

6.2.   History

6.2.1. Replaces Bloomsburg University PRP 3408 - Student Use of University Assigned Email Accounts dated May 1, 2006

6.2.2. Contacts for Additional Information and Reporting
Chief Information Officer
Office of Information Technology, Commonwealth University
InformationTechnology@commonwealthu.edu