COLORADO COMMUNITY COLLEGE SYSTEM

SYSTEM PRESIDENT'S PROCEDURES

STUDENT EMAIL ACCEPTABLE USE POLICY

SP 4-32

APPROVED: June 11, 2008
EFFECTIVE: June 11, 2008

REFERENCE: Family Educational Rights to Privacy Act (FERPA)

ISSUED BY:

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Nancy J. McCallin, System President

Application
The procedure applies to state system of community colleges.

Basis
The Colorado Community College System (System) assigned student email account shall be the primary official means of communication with students. The System expects that students 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 system-assigned email account. This account is free of charge and currently is active for life.

The use of student email is a privilege, not a right; and the System maintains the right to limit access. Email is subject to disclosure to third parties through subpoena or other processes.

Acceptable Use
1. It is acceptable to use the System's student email for purposes relating directly to education. Email should be considered the same as printed communication and should meet the same standards of taste, professionalism, accuracy and legality that are expected in printed communication.
   a. Examples of unacceptable use are listed, but not limited to, below:
      i. Fraudulent, harassing, threatening or libelous messages and inclusion of personal or sensitive information about individuals without their consent;
      ii. Junk mail (e.g. random mail, chain letters, etc.);
      iii. Distributing unsolicited advertising;

iv. Obscene, profane, abusive, defamatory, derogatory, threatening, or sexually explicit language or graphic representation;
v. Statements or graphic representations that may be construed as discriminatory or offensive by reference to race, national origin, gender, religion, age, disability, sexual orientation, or other legally protected criteria;
vi. Propagation of computer worms or viruses;
vii. Commercial activities and other activities conducted for personal gain;
viii. Religious causes;
ix. Solicitations not approved by the System;
x. Political fundraising or lobbying;
xi. Violating any federal, state, or local law/regulation, or System policy/procedure.

b. Email harassment
   i. If a student is being harassed via email, the student should immediately notify the appropriate person at each college as listed in iii.
   ii. It is also the responsibility of all students to report any potential misuse of the college email communications services. Inquiries and concerns can be reported to appropriate person at each college as listed in iii.
   iii. College contacts
      - CCA - Director of Student Life
      - MCC, NJC, RRCC – Office of the VP for Student Services
      - FRCC – Dean of Student Services
      - CCD – Dean of Students
      - TSJC – Vice President Academic/Student Affairs
      - PCC – Dean of Students
      - OJC – Vice President for Student Services
      - LCC - Assistant Dean of Student Services
      - NWC – Vice President of Instruction and Student Services
      - ACC – Dean of Student Affairs
      - PPCC section i. Director of Public Safety; section ii. Director of ITSS

Consequences for Violation

Violations of this policy may result in disciplinary action in accordance with student code of conduct policy and may include any appropriate legal action.

Monitoring

System and network administrators and their authorized employees may monitor the use of email resources to help ensure that uses are secure and in conformity with this policy. Administrators reserve the right to examine, use, and disclose any data found on the system's information networks in order to further the health, safety, discipline, or security of any student or other person, or to protect property.