STUDENT EMAIL POLICY

Policy Statement

It is recommended that an activation policy of the "@eagles.usm.edu" email address be implemented for all student accounts at the time of enrollment. The "@eagles.usm.edu" email address will remain active for a minimum of one year after a student leaves the university.

Reason for Policy/Purpose

This policy is required for the effective communication of university guidelines for student email accounts at The University of Southern Mississippi.

Who Needs to Know This Policy

All members of The University of Southern Miss community.

Website Address for this Policy

www.usm.edu/institutional-policies/policy-acaf-it-013

Definitions

university business USM-Mailout, Emergency Alerts, Class information, Communication from teaching staff, business directly tied to The University of Southern Mississippi.

Policy/Procedures

1.0 GUIDELINES
1.1. The dissemination of mass email to students at The University of Southern Mississippi will be restricted to university business. Authority to approve the distribution of email in this manner rests with university administration, including deans, department chairs, and directors.

1.2 Faculty will determine how email will be used in their classes, and will specify their requirements in the course syllabus. This policy will ensure that all students will be able to comply with email based course requirements specified by faculty. Therefore, faculty can make the assumption that students' official "@eagles.usm.edu" accounts are being accessed and faculty can use email for their classes accordingly.

1.3 The "@eagles.usm.edu" email address will be maintained in PeopleSoft as the Campus email address type.

2.0 PRIVACY

Extreme caution should be taken in using email to communicate confidential or sensitive information. Users should not assume that email is private and confidential.

3.0 EXPECTATIONS

Students are expected to check their email on a frequent and consistent basis in order to stay current with university communications. Students have the responsibility to recognize that certain communications may be time-critical. A student's failure to receive and read university communications in a timely manner does not absolve that student from knowing and complying with the content of such communications.

4.0 FORWARDING OF E-MAIL

Students may elect to "forward" (auto-forward) email sent to their university email address to another email address (e.g., @aol.com; @hotmail.com). However, students who forward email from their official university email address to another address do so at their own risk. If email is lost because of forwarding, it does not absolve the student from the responsibilities associated with communications sent to his or her official university email address.

Review

The Chief Information Officer is responsible for the review of this policy every four years (or whenever circumstances require immediate review).

Forms/Instructions

N/A

Appendices
Related Information

Information about the student email policy should be provided to students at Preview, and through the following University publications:
The Student Printz
The Student Handbook
The Class Schedule Guide
The Undergraduate Bulletin
The Graduate Bulletin

History

1. 06/12/17: Outline structure modified slightly to accommodate HTML format.
2. 06/12/07: Posted to website.
3. 06/13/07: Changed formatting.
4. 04/23/08: Modified policies menu.
5. 11/01/11: Formatted for Institutional Policies website.
6. 02/19/13: Formatted for template. Policy section renumbered. Minor editing of punctuation and usage throughout

Amendments: Month, Day, Year – summary of changes
Authorization

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ACAF-IT-000-013

As the Responsible Officer, I have reviewed this policy and believe it represents the current policy.

[Signature]
Responsible Officer

04/14/13
Date