

## ***Policy***

### ***Student E-Mail***

- Date:** April 16, 2007
- Purpose:** Purpose is to establish an official e-mail policy for students at Otis College of Art and Design.
- Scope:** This policy covers all full and part-time graduate and undergraduate students at Otis College of Art and Design.
- Discussion:** There is an escalating dependence on electronic communication among students, faculty, staff, and administration at Otis College of Art and Design. This is due, in great part to the convenience, speed, cost-effectiveness, and environmental advantages of using e-mail rather than printed communication. Because of this increasing reliance and acceptance of electronic communication, e-mail is considered an official means for communication within the Otis community.
- Details:** Implementation of this policy ensures that students have access to this critical form of communication:

1. **College use of e-mail**

E-mail is an official means for communication at Otis College. Therefore, the College has the right to send communications to students via e-mail and the right to expect that those communications will be received and read in a timely fashion.

2. **College will issue e-mail address**

All full and part-time students at Otis College of Art and Design will be issued an official e-mail with password prior to their first day of class. It is to this official address that Otis College of Art and Design will send all student e-mail communications. It is also this address that will appear in the College's student directory.

~~3. **Redirecting e-mail Account**~~

~~E-mails between Otis College of Art and Design and a student may contain sensitive information, such as that covered under FERPA. It is in the best interest of the student and the College that such information be protected. Therefore, a student may not redirect their e-mail to an outside e-mail service provider. Removed effective July 1, 2013 – See "Policy – Student E-Mail Forwarding".~~

4. **Expectations about student use of email**

Students are expected to check their email on a frequent and consistent basis in order to stay current with College-related communications. Students need to recognize that certain communications may be time-critical and that they are responsible for information contained in their email. Students should check their Otis College e-mail accounts at least twice a week. Excuses such as "I didn't check my e-mail", e-mail returned to the College with "Mailbox Full", "I didn't know I had an e-mail address" and other such reasons are not acceptable excuses for missing official College communications via e-mail.

5. **Educational uses of email**

Faculty will determine how electronic forms of communication (e.g., e-mail) will be used in their classes, and will specify their requirements in the course syllabus. This "Student E-Mail" policy will ensure that all students will be able to comply with e-mail-based course requirements specified by faculty. Faculty can therefore make the assumption that *students' official @students.otis.edu* (*@otis.edu* starting July 1, 2013) accounts are being accessed and faculty can use e-mail for their classes accordingly.

6. **Privacy**

Users should exercise extreme caution in using e-mail to communicate confidential or sensitive matters, and should not assume that e-mail is private and confidential. It is especially important that users are careful to send messages only to the intended recipient(s). Particular care should be taken when using the "reply" and "reply to all" commands during e-mail correspondence.

**Revisions:** 04/16/07 – Created  
09/04/07 – Modified by E-Mail Task Force  
02/07/13 – Modified by Technology Committee