

DCTC Policy 5.34 Email as Official Means of Communication

Part 1. Policy Statement.

Part 1. College Use of Email. Email is the official means for communication at Dakota County Technical College (DCTC). Employees of DCTC will be expected to read and act upon his/her received email on a frequent, timely, and consistent basis in order to stay current with College, Minnesota State, or student communications that may be of a time sensitive nature.

The College uses email to broadcast official messages to students, faculty and staff and also retains the right to send official correspondence via traditional methods.

Faculty and staff shall use their DCTC email addresses to communicate with students and other DCTC employees. Use of D2L email to communicate with students is also acceptable.

Faculty and staff shall use their DCTC email addresses for all correspondence relating to DCTC business.

The College provides access to computers with Internet capabilities on campus.

The College does not lease or sell student email addresses.

The College takes a pro-active approach to block unsolicited bulk-email messages that could clutter college-issued email accounts.

Part 2. Definitions

Compliance with Related Policies. All email messages must adhere to:

Minnesota State's Policy 5.22 – Acceptable Use of Computers and Information Technology Resources

DCTC Policy 4.28 – Electronic Communications

Minnesota State Procedure 1C.0.1 – Employee Code of Conduct

Minnesota Statutes 43A.38 Subd.4 – Use of State Property

Minnesota Statutes 43A.39 Subd.2 - Noncompliance

The Family Educational Rights and Privacy Act of 1974, as amended (FERPA)

Minnesota Statutes, Chapter 13 - Minnesota Government Data Practices Act

When required, communications will be provided in alternative forms to meet ADA requirements.

At end: **Part 3. Usage.** As with all electronic communication, users must assume that email is not private and not confidential. Users must exercise caution in communicating sensitive material. Employees representing DCTC in electronic communications will be expected to use appropriate business language in all electronic communications and follow commonly established email etiquette rules.

Related Documents:

- Minnesota State and DCTC Policy 5.22
- Minnesota State Procedure 1C.0.1
- Minnesota Statutes §43A.38 Subd. 4, and §43A.39 Subd. 2.
- Family Educational Rights and Privacy Act of 1974. As amended
- Minnesota Statutes, Chapter 13-MGDPA

Responsible Administrator: N/A

Policy History:

Date of Adoption: 06/18/2010

Last Revision Date: 06/01/2017

Date most recent policy revisions go into effect: 06/01/2017

Date and Subject of Revisions:

06/01/2017 – Updated title and history as well as changed numerous MNSCU references to Minnesota State. Also had to renumber policy from 5.24 to 5.34. 5.24 already exists and is related to Safety and Security