Policy

All students and employees are provided a college e-mail account. It is the responsibility of each student and employee to read their e-mail as the college-provided account is an official form of communication.

Given the limited space on the e-mail servers, it is expected that students and employees will delete or archive old e-mail messages in order to prevent individual e-mail boxes from filling up. If a person fills their e-mail space, then e-mail delivery will automatically be suspended until old messages are removed and space is freed up for new messages.

The College provides some e-mail filtering to reduce the amount of spam but it is the responsibility of each person to take reasonable and appropriate measures to minimize the distribution of their e-mail accounts on the Internet. As an example, it is recommended that you not enter your e-mail address in every pop-up web advertisement for some free product or service. Guard your e-mail address by only giving it out to companies or individuals you know and are certain is not a spam company.

Students and employees are required to comply with the Memorandum of Understanding (policy 300.3.1.1) and violations may result in the loss of e-mail privileges.