**AP8904 Student E-mail Use Policy AP8904**

**AP8904.1 Purpose**

Due to increased advantages of, and reliance on, electronic communication linking students, faculty, staff, and administrators at Big Bend Community College (BBCC), email is designated to be an official means of communication. This operating procedure details how students can access college-provided email accounts and establishes guidelines for appropriate use of student email by college employees for official college purposes.

The official use of student email procedures establishes requirements regarding:

* College use of email;
* Assignment of student email addresses;
* Student responsibilities associated with assigned email addresses; and

##### Expectations related to email communication among faculty, staff and students

**Procedure**

1. **College use of email**

Email is an official means of communication for the college. BBCC has the right to communicate with students via email and the right to expect those communications to be read in a timely manner. BBCC’s use of email will adhere to all Family Educational Rights and Privacy Act (FERPA) guidelines as they pertain to confidentiality and sharing of student information.

1. **Assignment of student email addresses**

Big Bend Technology (BBT) will establish an official BBCC email account when students enroll for their first quarter, or sooner if possible. This email address will be used to send BBCC communications. It is the only email address that will appear on the campus email system.

After the first full academic quarter of enrollment, a student’s email address will remain valid for six months following the student’s last academic quarter at BBCC. If a student does not complete a full initial quarter of enrollment, the student email address will be removed from the system.

1. **Redirecting student email**

Students are strongly encouraged to use their college-provided email address. If a student attempts to configure their college email account to automatically forward to another email account, they do so at their own risk. Students are cautioned that some email systems may block delivery of forwarded email and some may not be able to handle large files or attachments

Students are expected to read their email frequently regardless of whether their BBCC -provided accounts have been forwarded.

BBCC is not responsible for forwarded email and cannot support the configuration of it. All responsibility for forwarding, managing, and using email from a student’s official college-provided email account resides with the student.

1. **Academic uses of email**

Each faculty member will determine how or if email will be used in their classes. If email is used, each faculty member’s email requirements should be specified in the course syllabus. Students are encouraged to read their class syllabus, or check with their instructor. Faculty are not required to verify email addresses, or collect non-BBCC email addresses for this purpose.

1. **Appropriate use of student email**
* In general, email is not appropriate for transmitting sensitive or confidential information.
* All use of email will be consistent with the Student Code of Conduct and college policies related to the use of technology.

When using email for official communications, BBCC will follow all confidentiality, disclosure and notification requirements contained in its FERPA policy.