

# DAKOTA COUNTY TECHNICAL COLLEGE

## Chapter 4 – Human Resources

### 5.24.1 – Procedure: Email Accounts

**Part 1. Assignment of Employee Email Account.** Official Dakota County Technical College (DCTC) email accounts are created for all employees by the DCTC IT Department upon notification of a new hire from a supervisor or administrator via the online notification system.

Employee users are expected to be knowledgeable of and fully comply with all aspects of the college's related communications policies as stated in the DCTC Policy 4.29 – Email as the Official Means of Communication.

#### **Part 2. Student Email Accounts.**

**Subpart A:** Students will be requested to provide a personal email account. If they do not have a current email account or do not wish to use their current email account for DCTC correspondence, they will be asked to sign up for a free email account with any service provider. If a student refuses to provide an email account, they will be informed that any correspondence sent via standard postal service could be delayed and they might be disadvantaged.

**Subpart B:** No email correspondence with a student will contain any data that would not be considered public, such as financial aid and grades. Email correspondence with subject matter that is considered private will direct the student to access such information using the MnSCU student portal.

#### **Part 3. Expectations About Student and Employee Use of Email**

**Subpart A:** Students and employees will be expected to check their email on a frequent and consistent basis in order to stay current with College-related communications. Students and employees have the responsibility to recognize that certain communications may be time-critical. "I didn't check my email" or email returned with "Mailbox Full" are not acceptable excuses for missing College communications via email.

**Subpart B:** Employees shall be required to use their DCTC email for all correspondence with prospective and current students or alumni. Use of personal email accounts for correspondence with students is prohibited.

**Subpart C:** Faculty will determine how electronic forms of communication will be used in their classes, and will specify their requirements in the course syllabus. This will ensure that all students will be able to comply with email-based course requirements specified by faculty. Faculty can therefore make the assumption that the email account listed in the student's ISRS record will be the email address for all correspondence with the student.

**Subpart D:** Student users are expected to use respectful language in all of their correspondence, and comply with the appropriately related Student Code of Conduct rules.

**Part 4. Privacy.** DCTC cannot guarantee the privacy or confidentiality of electronic documents. Users should exercise extreme caution in using email to communicate confidential or sensitive matters, and should not assume that email 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" function during email correspondence.

*References:* MnSCU and DCTC Policy 5.22  
MnSCU Procedure 1C.0.1  
DCTC Student Code of Conduct  
Minnesota Statutes 43A.38 Subd. 4, and 43A.39 Subd.2  
Family Educational Rights and Privacy Act of 1974, as amended.

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