

DAKOTA COUNTY TECHNICAL COLLEGE

Chapter 4 – Human Resources

5.24 – Email as Official Means of Communication

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

- The Minnesota State Colleges and Universities (MnSCU) Policy 5.22 – Acceptable Use of Computers and Information Technology Resources
- DCTC Policy 4.28 – Electronic Communications
- MnSCU 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.

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.

References:

*MnSCU and DCTC Policy 5.22
MnSCU 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*

Date of Adoption:

June 18, 2010