

# WISCONSIN INDIANHEAD TECHNICAL COLLEGE



**POLICY:** J-103

**TITLE:** [Using Student E-Mail \(Student Policy\)](#)

**CROSS REFERENCE(S):**

J-103 A (Student Procedure – Using Student E-Mail)

A college-assigned student electronic mail (e-mail) account shall be an official means of communication with students at WITC. The college expects that students will sign-in and check their college-issued e-mail account on a frequent and consistent basis as students are responsible for all information sent to them via their college-assigned e-mail account. This account is free of charge and currently is active as long as the student remains active. Increasingly, e-mail is becoming the primary mode of communication between students and the college. The information distributed via e-mail varies from college updates to registration summaries.

At Wisconsin Indianhead Technical College, there is a growing need for electronic communications between the student community and the faculty and administration. The college has established e-mail to enable faculty, staff, and administration to communicate more effectively and efficiently with the user community (potential and current students, alumni, parents, etc.).

The proper use of (legal, safety, privacy, and similar aspects) e-mail communications will be governed by WITC policies and procedures. The procedure provides guidance regarding how, when, and in what format e-mail communications will be used and how the ever increasing quantity of communications will be managed.

Policy Adopted: September 17, 2007

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PRESIDENT  
WISCONSIN INDIANHEAD TECHNICAL COLLEGE

# WISCONSIN INDIANHEAD TECHNICAL COLLEGE



**PROCEDURE:** J-103 A

**TITLE:** Using Student E-Mail (Student Procedure)

**CROSS REFERENCE(S):**

J-103 (Student Policy – Using Student E-Mail)

The purpose of this document is to provide guidance to the college and our user community (potential and current students, alumni, parents, etc.) to ensure the acceptable use of electronic mail (e-mail) communications.

**GUIDELINES FOR ACCEPTABLE USE OF E-MAIL (WITC STUDENT E-MAIL COMMUNICATIONS)**

1. It is the policy of this college that its facilities be used to fulfill its mission of teaching and public service. WITC facilities including the e-mail system are not available for unrestricted use for other purposes.
2. E-mail is not intended to be used for personal gain nor as a medium for free expression when unrelated to the academic programs or operations of the college.
3. Communications that violate Wisconsin federal, local or international laws are unacceptable. Activities that interfere with the ability of others to make effective use of campus e-mail, computing, and network resources are prohibited. You may be subject to criminal prosecution if you: access or release unauthorized information/data; intentionally disclose your password to another who uses it to gain unauthorized access to information; or fail to exercise adequate care in maintaining system security. Using the network in a harmful or harassing manner is prohibited.
4. It is also the responsibility of all students to report any potential misuse of the college e-mail communications services. Inquiries and concerns can be reported to the Electronic Communications Team at [ecomteam@witc.edu](mailto:ecomteam@witc.edu) .
5. It is imperative that WITC insure that all e-mail communications to the user community (students & staff) are essential and relevant to the academic college mission.
6. Official college business communications from faculty and staff to students should be properly addressed in the subject line of the e-mail (Example: "Subject: WITC-Grades now available in your portal").
7. Keep messages simple and direct.
8. Examples of inappropriate uses of e-mail are:
  - a. Information not related to the academic college mission
  - b. Personal information
  - c. Solicitation
  - d. Promotion of political viewpoints
  - e. Surveys that do not serve sanctioned college purposes
  - f. Messages that contain confidential information in the body such as grades, financial aids, etc.
9. E-mail communications is a tool for official communication with students. Students are expected to check their official WITC e-mail at [yourname@students.witc.edu](mailto:yourname@students.witc.edu) .

**SUPPORT FOR USING YOUR STUDENT.WITC.EDU STUDENT E-MAIL ACCOUNT**

All customer support will be directed and handled through the Help Desk as follows:

- **WITC Help Desk** - <http://www.witc.edu/hdo/index.htm>
- **Off Campus:** Dial Toll Free 1-877-4MY.WITC (1-877-469-9482)
- **On Campus:** Dial extension 7300

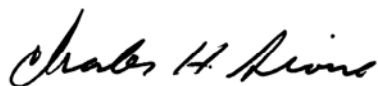
### **YOUR ACCOUNT LIFECYCLE**

1. All credit (UGRAD) students enrolled in a degree-seeking (or unassigned) program will be given an e-mail account with the expectation they will receive e-mail communications and will read them on a frequent and consistent basis.
2. Student e-mail accounts will be created automatically upon full admit status.
3. Student e-mail accounts will be verified three (3) weeks after the start of the fall and spring term. The process will verify if the student is actively enrolled in the current term or in one of the previous two (2) terms (summer/fall/spring). If no active enrollment is found in any of the three (3) verification terms, the account will be deleted.
4. Accounts will remain unique throughout the life of the system, meaning if the student returns, they will receive their original e-mail address.

### **QUALITY ASSURANCE**

1. The college Electronic Communications Policy Team will monitor and enforce these guidelines.
2. Instructors maintain the right to use e-mail communications to contact students registered in their classes during the current semester without prior permission.
3. Any deviation from this approved policy will be dealt directly with the student.
4. The above guidelines are not meant to be exhaustive. The College President is the final authority on questions of acceptable use of the network. Until an issue is resolved, questionable use should be considered unacceptable.
5. All users are expected to take all reasonable measures, given the constraints of technology and management practices, to ensure that traffic entering WITC from other networks conforms to these guidelines.
6. The WITC Network should not be considered a secure network and should not be relied upon for transmitting confidential or sensitive information.
7. It is also the responsibility of the user community to report any potential misuse of the college student e-mail communication services. Inquiries and concerns can be reported to the Electronic Communications Team at [ecomteam@witc.edu](mailto:ecomteam@witc.edu).

Procedure Adopted: August 7, 2007



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PRESIDENT  
WISCONSIN INDIANHEAD TECHNICAL COLLEGE