

Policy Title	Effective Date	Policy Number
Student Email Policy	4/15/2008	IT-071
Responsible College Division/Department	Responsible College Manager Title	
Information Technology	Executive Vice President of Administration	
Policy Statement		
<p>All Lakeshore technical resources are owned by the College and are subject to monitoring, including email. Email is an official means for communication within Lakeshore College. Therefore, the College has the right to send communications to students via email and the right to expect that those communications will be received and read in a timely fashion. The Lakeshore email should be used for college/course related communications or personal communications only. It shall not be used or associated with any non-College related commercial endeavor.</p> <p>The Information Technology Department will assign all undergraduate and extended education students an official College email address. It is to this official address that the College will send email communications; this official address will be the address listed in the College's Directory for that student while the student is actively enrolled in classes. Email accounts of students who have graduated or who have not been enrolled in classes for a period of 126 days will be deleted if the student has not re-enrolled in classes.</p> <p>Students are expected to check their official email address on a consistent basis, once a week at a minimum; in recognition that certain communications may be time critical.</p> <p>Faculty may determine how email will be used in their classes and must maintain compliance with the Student Email Policy. It is highly recommended that if faculty have email requirements and expectations, they specify these requirements in their course syllabus. Faculty may expect that students' official email addresses are being accessed and may use email for their courses accordingly. The College recognizes that certain third-party discounts maybe be available to students by using their College email. Lakeshore Technical College is not responsible for any third-party accounts or agreements a student may enter into using their College provided email.</p> <p>In general, email is not appropriate for transmitting sensitive or confidential information unless its use for such purposes is matched by an appropriate level of security.</p> <ul style="list-style-type: none">▪ Confidentiality regarding student records is protected under the Family Educational Rights and Privacy Act of 1974 (FERPA). All use of email, including use for sensitive or confidential information, will be consistent with FERPA.▪ Email shall not be the sole method for notification of any legal action.▪ All students and staff are responsible for reporting any potential misuse of the college email communications services to the Registrar/Student Conduct Officer.		
Reason for Policy		
To promote and provide email access to all students.		
Historical Data, Cross References and Legal Review		
Reviewed/Revised: 11/13/2024		
Legal Counsel Review and Approval: N/A		



Board Policy: III.A. General Executive Constraint
Cross Reference: [Student Email Procedure](#)

Definitions