Policy Number: 504  
Policy Title: Student Electronic Mail  
Policy Council Review Date(s): 6/27/14  
PPAB Approval Date:

**POLICY:**

Georgia Perimeter College will provide all currently admitted students with accounts on the GPC email system and all messages sent by GPC will constitute an official means of communication.

**PROCEDURE:**

1. A GPC email address will be assigned to each student upon admission to the college.
2. All students must access their college-assigned email account. Notifications such as financial aid status, registration dates, and payment deadlines will be sent to student accounts. Students should be aware that certain communications may be time-critical and that their email account should be checked on a regular basis.
3. The college considers students to be duly informed and in receipt of communications sent to their respective accounts via the GPC email system.
4. Students will be responsible for managing their GPC email accounts to ensure that storage space allotments are not exceeded. GPC units will be careful to minimize the amount of email distributed to the students.
5. Restricted information will not be sent via student email. OIT will determine the best method of sending restricted information. Restricted information includes those items explicitly spelled out in Information Security Policy 606, “Data Handling and Classification”, under the section “Sensitivity Classification, III. Restricted Information”.
6. Students must maintain password security and manage allotted storage space and data retention periods.
7. GPC cannot guarantee that email will be private. Email can, depending upon the technology, be forwarded, intercepted, printed, and/or stored by others. Persons other than the intended recipient may be able to view email that is not encrypted while in transit or on email servers.
8. All academic units, student services units, or other units that plan to use the email system to contact a subset of students must first develop policies to screen and approve the message to be distributed. These policies will aim to ensure that students do not receive a large number of messages and that only messages strictly related to official college or academic and service unit business will be distributed.
9. Students will be retained on the email system as long as they are eligible to enroll for classes. Those who are no longer eligible to enroll will be purged from the email system. New email accounts will be assigned to students upon readmission to the college.
10. Users must not use profanity, obscenities, or derogatory remarks in email messages. Threatening or sexually, ethnically, and/or racially harassing e-mail, including unwanted/unsolicited bulk electronic mail, is strictly prohibited. Users who receive offensive, unsolicited material from outside sources should forward the entire email to the GPC Service Desk. In addition to this policy, Policy 507 “Appropriate Use of IT Resources” also applies to student use of the college email system.
11. Email account holders may not, under any circumstance, use “spoofing” techniques to disguise or masquerade their identities in sending email. Misrepresenting, masquerading, obscuring, suppressing,
or replacing an account holder’s identity on an email system for malicious or misleading purposes is prohibited.

12. Personnel may not view the content of another person’s email or grant access to this email at the request of other individuals, except in cases specifically authorized by the college administration. The contents of electronic mail will not be monitored, censored, or otherwise examined without specific authorization and direction by the executive vice president or the president of the college, with the following exceptions:

a. Court order or law enforcement investigation may require the examination and release of any document, including electronic files such as email.

13. OIT will enable and support the student email system. Student emails will be managed and protected across the college in accordance with common standards and procedures.

14. Persons in violation of this policy are subject to a range of sanctions (determined and enforced by GPC management), including the loss of computer network access privileges, disciplinary action, dismissal from the college, and legal action. Some violations may constitute criminal offenses, as outlined in the Georgia Computer Systems Protection Act and other local, state, and federal laws. The college will carry out its responsibility to report such violations to the appropriate authorities.