

## SIT Email Policy

<b>Responsible Executive</b>	Roger Boyle, Director of IT
<b>Responsible Party</b>	Student Computing and Student Account Creation Team
<b>Approval / Signature</b>	Academic Affairs Committee of Board
<b>Pertinent Dates</b>	Revised May 2022 , Approved May 9 Review Date: Spring 2023
<b>Related Policies</b>	FERPA
<b>Audience &amp; Applicability</b>	All SIT faculty, staff, students

### ABSTRACT

The SIT Email Policy affirms the use of email as the primary means of official communications between the institution and enrolled students with active institutional email accounts (identified below as the “student”).

### POLICY

I. **Purpose**

To establish the primary official communications channel between SIT and students.

II. **Policy Statement**

SIT uses email as its primary means of communication of official information with students, faculty, and staff.

**Appropriate Use**

All email usage will be consistent with FERPA regarding the sharing of personally identifying information. Sensitive information should never be sent to an email address that is outside of the SIT / World Learning organization without proper encryption or other security safeguards.

For students, only @mail.sit.edu email addresses will be used for academic program listservs, Canvas communication, and other official academic supports.

### **Assignment of Student Email Accounts**

Student will receive individual email accounts under the mail.sit.edu domain. These email accounts are activated once a student begins their studies with SIT. Student email accounts for undergraduate students will remain active for the following duration:

- Undergraduate students enrolled in summer programs: 3 months\*
- Undergraduate students enrolled in semester programs: 9 months\*

\*Undergraduate students enrolled in multiple and/or consecutive terms may have accounts persisting until 3 or 9 months respectively proceeding the final program term of enrollment.

### **Expectations for Students**

Information sent via SIT email is often of a time-sensitive nature; failure to read emails does not excuse one from adhering to deadlines, assignments, requests, etc. It is highly recommended that students regularly check their email accounts. Students are further advised to review the syllabus for any specific program or course email communication policies.

### III. **Exceptions**

To ensure smooth operations and support student safety, immersive academic programs may use additional methods of communication with students such as mobile phones or web applications. However, these communications should not convey FERPA-protected information.

### IV. **Contact Information**

For information on this policy or student email accounts, please complete the Student Computing Request form located at:

<https://studentcomputing.sit.edu>