Students – Student Life and Activities

Student E-mail

History: This publication is new. It was adopted by the EWU Board of Trustees on February 27, 2009 and is effective as of that date.

Summary: This policy establishes and describes the official e-mail policy for students at Eastern Washington University.

Applicability: This policy applies to all students at Eastern Washington University.

Proponent: The proponent of this policy is the Vice President for Student Affairs.

Authority: The authority for establishment and modification of this policy is the EWU Board of Trustees (BOT). Changes to this policy must be approved by the BOT and must conform to the procedures for changing policies contained in EWU Policy 201-01.

Delegation: The Board of Trustees delegates authority for addition and modification of appendices to this policy to the Vice President for Student Affairs. Delegation authority includes resultant changes to the table of contents.

Review: This policy will be reviewed every five years.

Supplementation:
Supplementation is authorized, so long as any such supplementation does not conflict with university level policy or higher authority.

Suggested improvements: Users are invited to send comments and suggested improvements to:

Office of the President
ATTN: Policy Administrator
Eastern Washington University
214 Showalter Hall
Cheney, WA 99004

CONTENTS

1-1. Purpose

This policy establishes e-mail as an official means of communication for Eastern Washington University students and sets forth basic rules for e-mail use.

1-2. Assignment and Use of Student E-mail

E-mail communications are used to meet the academic and administrative needs of the campus community. Therefore, students will check and respond to university e-mail in a timely fashion.

Students will be informed that their University assigned e-mail account is the primary means of communication from the university community and that they will be held responsible for information sent to their official e-mail account.

Official university e-mail correspondence will only be sent to the EWU assigned e-mail address.

1-3. Student E-mail Accounts

An official university e-mail account will be assigned to each student upon confirmation of admission.

Account addresses are all of the form [UserName]@eagles.ewu.edu. These accounts must be activated before the University can correspond with students using the official e-mail accounts. All continuing and new confirmed students will have a registration hold applied until such time as the student activates his or her @eagles.ewu.edu e-mail account.

If a new student is not enrolled at the 10th day of class and their admission has not been deferred to a future term, the EWU e-mail address will be inactivated.

1-4. Redirecting of E-mail

Students may redirect e-mail from their official @eagles.ewu.edu address to another e-mail address (e.g., @aol.com, @hotmail). However, students who choose to redirect university e-mail to another account assume all responsibility for official communication sent to their @eagles.ewu.edu account. The University is not responsible for the handling of e-mail by outside vendors or by departmental servers. Information and warnings about forwarding e-mail are available at: (This link is not available yet, will be corrected in final document)

2-1. Expectations

Students are expected to check their e-mail on a frequent and consistent basis in order to stay current with university communications. Checking e-mail on a daily basis is recommended. There are many computer stations and labs located around campus which provide free access for students. Students have the responsibility to recognize that e-mail communications may be time-critical and that all university e-mail communications must be treated as significant and important.

2-2. Appropriate Use

All use of student e-mail accounts must comply with university policies, state and federal laws and regulations.

1. Confidentiality regarding student records is protected under the Family Educational Rights and Privacy Act of 1974 (FERPA).

2. In addition, use of e-mail will also be governed by the University's Information Security Policy, (insert link here)

3. Do not send your social security number to the university by e-mail because it is not encrypted.

4. Any inappropriate e-mail, some examples of which are described below, is prohibited. Users receiving such e-mail should immediately contact the University Helpdesk @ 359-2247, or TechEze @ 359-6411.

   - The creation and exchange of messages that is harassing, obscene or threatening.

   - The unauthorized exchange of proprietary information or any other privileged, confidential sensitive information.

   - The creation and exchange of information in violation of any laws, including copyright laws, or University policies.

   - The knowing transmission of a message containing a computer virus.

   - The misrepresentation of the identity of the sender of an e-mail.

   - The use or attempt to use the accounts of others without their permission.

2-3. Spam Filtering

The university uses a variety of spam filtering tools including some that can be controlled by end-users. The university will continue to use the latest spam filtering techniques and will adjust its own processes when warranted. However, no current spam filtering technique is completely effective. Occasionally, spam filters will let mail through that should be blocked or will block e-mail that should be delivered. As a result, students should frequently check 'Spam' folders for legitimate e-mail.

2-4. Academic Use

Faculty will determine how electronic forms of communication, including e-mail, will be used in their classes, and will specify their requirements in the course syllabus. Faculty may presume that students' official @eagles.ewu.edu accounts are being routinely accessed and may therefore use e-mail for their classes accordingly.