

POLICY TITLE: E-mail Policy

POLICY PURPOSE: This policy outlines the expectations for the use of electronic mail at Fort Hays State University (FHSU).

BACKGROUND:

APPLIES TO: This policy applies to faculty, staff, students, and any other individual who uses FHSU email resources.

DEFINITIONS: **FHSU e-mail accounts:** Any email account with a domain name ending in fhsu.edu. This includes FHSU-hosted Lotus Notes, Gmail accounts with the mail.fhsu.edu domain, and Exchange/Outlook accounts with the fhsu.edu domain.

System Users: Faculty, staff, students, official university affiliates, and any other individuals who use FHSU computing resources.

TigerNetID: Username assigned to System Users upon employment, acceptance to, or the beginning of a business relationship with FHSU.

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**POLICY
STATEMENT:**

General Use and Ownership

FHSU e-mail accounts are to be used in compliance with FHSU policies and procedures, specifically the Acceptable Use of Computing Resources Policy and the Information Security Policy.

Faculty and Staff E-mail

Official FHSU e-mail accounts are provided for currently employed faculty and staff and certain University affiliates. The official FHSU e-mail account for faculty and staff is in the form [TigerNetID]@fhsu.edu. These accounts must be activated before the University can correspond with its faculty and staff using the official e-mail accounts. Faculty and staff official e-mail addresses will be included in directory information.

The official FHSU e-mail account is the only electronic mail platform for communicating University business. Faculty and Staff shall not request official correspondence regarding University business to be sent to a non-

FHSU email account. Official e-mail communications are intended only to meet the academic and administrative needs of the campus community.

All electronic notifications from the University are transmitted through the official FHSU e-mail account. Faculty and staff are expected to read, and shall be presumed to have received and read, all FHSU e-mail messages sent to their Official FHSU e-mail accounts. The University expects that such communications will be received and read in a timely fashion.

Faculty and staff are not to automatically forward their official @fhsu.edu e-mail to another vendor for themselves including their @mail.fhsu.edu Google account. Unauthorized automatic forwards will be removed by Technology Services

Student E-mail

Official University e-mail accounts are available for all enrolled students. The addresses are of the form [TigerNetID]@mail.fhsu.edu. These accounts must be activated before the University can correspond with its students using the official e-mail accounts. Students' official e-mail addresses will be included in directory information. As with other directory information, any student may request that access to his or her official e-mail address be restricted. When opting out of the University Directory, you are opting out entirely.

Students are expected to check their e-mail on a frequent and consistent basis in order to stay current with University-related communications. Students have the responsibility to recognize that certain communications may be time critical. Faculty will determine how electronic forms of communication such as electronic mail will be used in their classes, and will specify their requirements in the course syllabus. Failure to check e-mail, error in forwarding mail, or e-mail returned to the University with "Mailbox Full" or "User Unknown" are not acceptable excuses for missing official University communications via e-mail.

If a student wishes to have e-mail redirected from their official FHSU address to another e-mail address such as @hotmail.com or another @gmail.com address, they may do so, but at their own risk. The University will not be responsible for the handling of e-mail by outside vendors. Having e-mail redirected does not absolve a student from the responsibilities associated with official communication sent to his or her FHSU e-mail account.

Internal and Restricted-Use Information

Unencrypted e-mail is not a secure method of communication and therefore must not be used to transmit Internal or Restricted-Use Information, as defined by the Data Classification Policy.

**EXCLUSIONS OR
SPECIAL
CIRCUMSTANCES:**

Academic Freedom

No provision of this policy shall be construed so as to impose any limit to the academic freedom of faculty in their instructional, research, or service activities.

**RELATED
DOCUMENTS:**

Policies:
Acceptable Use Policy

Data Classification Policy

Information Security Policy

Forms:

Other:

**KEYWORDS:
RESPONSIBLE
OFFICE:
RESPONSIBLE
UNIVERSITY
OFFICIAL:
ORIGINATION
DATE:**

e-mail, electronic mail, information technology
Division of Technology Services

Director of Technology Services

3/2017

REVIEW CYCLE:

Every 3 years

POLICY ADDRESS:

LAST

Adopted by President's Cabinet 11/26/2018

APPROVED ON:

REVIEW/CHANGE

Adopted by ELT 3/31/2017

HISTORY:

NEXT REVIEW

11/2020

DATE:
