

Appendix to Policy A21 – Acceptable Use – Telephone, Computing and Network Resources

Appendix C – STUDENT EMAIL GUIDELINES

Purpose

To ensure proper use and functioning of the Olds College e-mail system, as well as the proper and effective use of e-mail as an official method of communication for all Olds College students.

Guidelines

1. All users of the Olds College e-mail system are expected to demonstrate responsible, legal, and acceptable use and administration of e-mail, consistent with the *Acceptable Use Policy*.
2. Olds College e-mail accounts are provided to all Olds College students entering credit programs exceeding one week's duration when they are accepted. This e-mail account is an official method of communication between the College and the student and therefore it is expected that communications will be received and read in a timely fashion.
3. A student's e-mail address will be in the format of firstname.lastname@oldscollege.ca – if there are two identical names in the system, the first address will be in the format of firstname.lastname1@oldscollege.ca; the second address will be in the format of firstname.lastname2@oldscollege.ca, etc.
4. A student may have e-mail electronically redirected to another e-mail address (e.g. @hotmail.com) but they do so at his or her own risk. Forwarded messages may be delayed, lost in transit at various points, or rejected by the targeted mailbox. The College is not responsible for the handling of the e-mail by outside vendors or unofficial servers. Having e-mail redirected does not absolve a student from the responsibilities associated with communications to his or her official Olds College e-mail address.
5. Students are expected to check their official Olds College e-mail on a frequent and consistent basis in order to stay current with College events, dates for submitting materials, and other campus communications.
6. Each student will be assigned a 200 MB quota for e-mail storage. It is the student's responsibility to maintain their mailbox within that quota. A warning will be sent to the student when they reach 150 MB. When a student's mailbox reaches 200 MB, the student will be notified. If there is a need for a larger mailbox size, the student is required to have his/her Coordinator send a written request to the Information Technology department outlining the reasons for the need.
7. Deleted items will be automatically removed from the student's deleted folder after two weeks. Items in a student's Inbox will automatically be removed after four months. Students are encouraged to use their folders for items they wish to retain.
8. A fee will be charged to restore e-mail messages. Contact the IT Department for assistance.
9. Students should ensure that the size of their e-mail messages and attachments are kept within a reasonable limit. Most e-mail providers will not accept large e-mail messages (including attachments). The limit for the Olds College system is 30 MB.

10. Staff and faculty will have access to student distribution lists as follows:

Level	Student Distribution List Access
President	All distribution lists
Vice Presidents	All distribution lists
Chairs and Directors	All distribution lists
Program Coordinators	Program distribution list
Faculty and staff	Individual students, self created class distribution lists
OCSA Office Assistant Publications Coordinator	OCSA student distribution list

11. A distribution list will be set up for the OCSA, which they can use to publicize events, send out election announcements, etc. They must offer students the opportunity to have their name removed from this list and are responsible for its maintenance.
12. Students will not have access to global distribution lists other than class distribution lists. Students can create their own lists within reasonable limits.
13. Upon graduation, suspension or withdrawal from Olds College, student e-mail accounts are terminated. Exceptions require the approval of the student's Program Coordinator in consultation with the Information Technology department. Once purged, an account cannot be retrieved.
14. Olds College student e-mail accounts cannot be used for business purposes and student Olds College e-mail addresses must not be used on business cards.

Non-compliance with this policy may result in the restriction or suspension of e-mail privileges or disciplinary action, depending upon the seriousness of the infraction.