

# OREGON INSTITUTE OF TECHNOLOGY

## Electronic Communication

### OIT-30-003

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#### Purpose

Electronic communication is progressively becoming the preferred mode among students, faculty, and the administration at Oregon Institute of Technology. Reasons for this growth are numerous, with speed, convenience, cost-effectiveness, and environmental concerns at the top of the list. Technologically, it makes sense that we now move to the policy of OIT e-mail being the official means of e-mail communication within OIT.

Confidentiality regarding student records is protected under the Family Educational Rights and Privacy Act of 1974 (FERPA) and state and institutional policies. All use of e-mail, including use for sensitive or confidential information, will be consistent with the above mentioned policies.

#### Policy

##### University Use of E-mail

The OIT e-mail address is the official means for e-mail communication within Oregon Institute of Technology. Therefore, the university has the right to send communications to students via OIT e-mail and the right to expect that those communications will be received and read in a timely fashion.

##### Assignment of Student E-Mail Addresses

Information Technology Services (ITS) will assign all students an official university e-mail address. It is to this official address that the university will send e-mail communications.

##### Redirecting of E-Mail

Students may set up their OIT e-mail account to be redirected to another e-mail address. If a student wishes to have e-mail redirected from his or her official address to another e-mail address (e.g., @aol.com, @hotmail.com, etc.), they may do so **but at his or her own risk**. The university will not be responsible for the handling of e-mail by outside vendors, nor will ITS guarantee that OIT e-mail will be forwarded to another account. Having e-mail redirected does not absolve a student from the responsibilities associated with communication sent to his or her official e-mail address.

Expectations Regarding Student Use of E-Mail

Students are expected to check their official e-mail address on a frequent and consistent basis in order to stay current with university communications. The campus recommends checking e-mail daily in recognition that certain communications may be time-critical.

Recommended by:

Faculty Senate – May 5, 2005  
Administrative Council – July 26, 2005  
President’s Council – August 16, 2005

Approved:       /s/ Martha Anne Dow        
Martha Anne Dow, President

Date:                   August 16, 2005