

- Using e-mail for copying, disseminating or printing copyrighted materials (including articles, images, games, or other software) in violation of copyright laws.
- Using e-mail for other non-business related activities that will cause congestion, disruption of networks or systems including e-mail attachments.

Reference link:

Policy 4.2.5 Information and Information Technology Responsible Use Policy -
<http://publicsearch.kctcs.edu/policies/Pages/KCTCS.aspx#tab-4>

3.3.21.5 Student E-Mail Policy

3.3.21.5.1 KCTCS Colleges Use of E-Mail

E-Mail is an official method for communication at KCTCS colleges. Students are responsible for the consequences of not reading, in a timely fashion, KCTCS college-related communications sent to their official KCTCS student e-mail account.

3.3.21.5.2 Application for Student E-Mail Accounts

Students will receive access to a KCTCS student e-mail account within 24 hours of initial enrollments. Students must access their account over the Web at <https://webmail.kctcs.edu/>. A student e-mail account created on the KCTCS Web is the official e-mail address to which KCTCS colleges will send e-mail communications. This official address will be recorded in the KCTCS colleges' electronic directories and records for that student. The official address will end in the domain name "kctcs.edu".

3.3.21.5.3 Expectations Regarding Student Use of E-Mail

Students are expected to check their official KCTCS e-mail on a frequent and consistent basis in order to remain informed of KCTCS college-related communications.

KCTCS offices cannot validate that a communication coming by e-mail is from a student unless it comes from a valid KCTCS address. If students make queries to KCTCS administrative offices or faculty from "nickname" e-mail accounts (Hotmail, AOL, etc.), they may be asked to resubmit their query using an official KCTCS account.

3.3.21.5.4 Faculty Expectations and Educational Uses of E-Mail

Faculty members may require e-mail for course content delivery, class discussion, and instructor conferencing and may specify course-related e-mail policies in their syllabi. Faculty may also require students to confirm their subscription to a KCTCS college-provided mailing list.

3.3.21.5.5 Appropriate Use of Student E-Mail

All use of e-mail will be consistent with other KCTCS policies and local, state, and federal law, including the [Family Educational Rights and Privacy Act of 1974 \(FERPA\)](#).

3.3.21.5.6 Forwarding E-Mail

Students should not forward their KCTCS e-mail to another e-mail account. Having e-mail lost because of forwarding does not absolve a student from the responsibilities associated with communication sent to his or her official e-mail address. The KCTCS colleges are not responsible for the handling of e-mail by outside vendors or unofficial servers.

3.3.21.6 Responsibilities

1. This policy is issued by the President of KCTCS. The KCTCS Chief Information Officer is responsible for maintenance of this policy.
2. Office of Technology Solutions shall provide users of KCTCS electronic communications resources with instructional material based on this policy.
3. Colleges are responsible for creating guidelines on usage of this policy.

<u>4-30-99</u>	<u>8-26-03; 5-10-07; 11-2-10</u>	<u>8-26-03; 5-10-07; 11-2-10</u>
Date Approved by President, KCTCS	Date(s) of Last Review	Date(s) of Last Revision <i>(Include all dates in chronological order)</i>

<u>(SIGNED)</u>	<u>11-2-10</u>	<u>(SIGNED)</u>	<u>11-2-10</u>
Recommended by	Date	President, KCTCS	Date