

OREGON INSTITUTE OF TECHNOLOGY

Electronic Communication OIT-30-003

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: Martha Anne Dow

Date: August 16, 2005