

# North Hennepin Community College

## Policy Information

Number: 5.31

Name: Use of Email for Official Communication Policy

Author: Policy Committee

Effective Date: January 8, 2018

Next Review Date: Fall 2022

### Regulatory Authority

- x Minnesota State Board Policy 5.22 and Procedure 5.22: Acceptable Use of Computers and Information Technology Resources
  - o <http://www.mnscuminnstate.edu/board/policy/522.html>
  - o <http://www.minnstate.edu/legislation/legislation.cfm> Minnesota Statutes 43A.38, Subd. 4 State Personnel Management
    - o <https://www.revisor.mn.gov/statutes/?id=43A.38>
  
  - o <https://www.revisor.mn.gov/statutes/?id=43A.39>

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## Part 1. Policy Background .

North Hennepin Community College (NHCC) provides email resources to students and employees in support of its mission to enhance lifelong learning by improving students' understanding and utilization of computing resources and information technology. NHCC provides the campus community with open and unrestricted avenues of communication as long as such use is in compliance with state and federal laws, and other NHCC and Minnesota State Board policies. The use of NHCC's computer systems and networks is a privilege and responsibility granted to employees, employees alike, and students. NHCC expects all members of its community to comply with all relevant laws and policies, and to use these resources appropriately. With all electronic communication, users of the NHCC email system must adhere to Federal and State Law, Minnesota

NHCC has designated email as the official means of communication with students and employees regarding topics of an academic or administrative nature. The college issued address will be the only address NHCC uses when sending official communication via email. Students who are enrolled and employees who are scheduled to work are responsible for all information sent to them via their NHCC email account. Messages sent from the NHCC