

Policy

Office/Contact: Technology Services

Sources/Links:

- SDBOR Acceptable Use Policy: <https://www.sdbor.edu/policy/Pages/Section-7-Technology.aspx>
- NSU Student Handbook: <https://northern.edu/campus-life/student-rights-and-responsibilities>

NORTHERN STATE UNIVERSITY

Policies and Guidelines

SUBJECT: NSU Student Email Policy

NUMBER: 7:3

1. Purpose

E-mail is a strategic tool for carrying out the mission and operations of the University. E-mail communication to students serves to provide students with timely access to important information regarding university business. Each student enrolled at NSU is issued a university e-mail account.

The purpose of this policy is to describe the proper use and standard practices for communication via email to students, including the “All Student” email group.

2. Target Audience

This policy applies to those users of the NSU email system who have been granted access to the “All Student” email group.

3. Policy

- Users of the NSU email system are expected to abide by the SDBOR Acceptable Use Policy, which governs the use of all state electronic resources. This policy is posted on the BOR and NSU websites. Administrative response to violation of official policies will be guided by BOR and NSU disciplinary procedures.
- Critical official messages from administration, such as student bills and notification of academic requirements must follow proper student email procedures.
- The use of the “All Student” email group is restricted to official business from authorized individuals. Among university employees, only administrators at the dean or director level or higher, or their designees, will have authority. Authorization is electronically controlled.
- The Dean of Students, in consultation with the NSU Student government will monitor use of the student group. Those with a need to send messages will contact Networking staff so their account may be given necessary permissions. Any misuse, as determined by the Dean of Students, will result in the revocation of access.
- Student groups are encouraged to use NSU News, the electronic calendar, NSUtv, campus posters, and/or social media as primary means of communication about campus activities and events.
- A list of authorized individuals will be maintained by the networking staff.

- Spamming student email accounts is prohibited.
- Collecting student email addresses with the intention of distributing them to a non-NSU affiliated third party is prohibited.
- Student surveys will not be conducted via email but done online through a web site. Emails to students, using an online survey tool, requesting participation in the online survey is allowable upon approval or exemption from the NSU IRB Committee.
- Students who inappropriately use the student email system and violate any of the rules and regulations outlined in the Student Handbook governing its use will be referred to the Campus Conduct System.
- SDBOR Acceptable Use Policy will guide administrative reaction to email abuse by employees.

4. Responsible Administrator

The Vice President of Technology is responsible for semi-annual review of this policy and its procedures.

5. Source History:

- Approval Date: 01/29/2009
- Approved By: Senior Cabinet
- Review Date: 10/02/2012
- Review Date: 2/20/2014 – No changes
- Review Date: 6/21/2016: Text changes
- Review Date: 6/21/2017: Removed requirement to put expiration date on emails; clarified text on student surveys
- Review Date: 9/10/2018: Changed title/verbiage regarding AUP
- Review Date: 5/28/2021: New template, change to Dean of Students
- Review Date: 8/15/2023