



## POLICY STATEMENT

# Electronic Communications

**SU Policy Number: 601-019.0**

### ORIGINATING OFFICE

Information Technology

### PURPOSE

The purpose of this policy is to define Shippensburg University (Ship) email as an official method of communication for the university.

### SCOPE

This policy applies to all students and employees.

### OBJECTIVE

The objective of this policy is to define the use of Shippensburg University email as an official method of communication and the responsibility of email users to monitor, read, and use their Ship email accounts. As the Ship email system provides a recognized method to authenticate the user, it is suitable to use for official communications.

### DEFINITIONS

*Email User* is defined as any student or employee that has been issued a Ship email account.

*Email Account* is an active Ship email (@ship.edu).

*Email Spoofing* is the creation of email messages with a forged sender address.

### POLICY

Shippensburg University provides email services to all students and employees as an official method of communication. Students and employees have a responsibility to read their Ship email accounts and, if responding to or sending email about Shippensburg University business, use their Ship email accounts to do so.

#### For students

At Shippensburg University electronic mail (e-mail) offers efficient, effective, and timely communication between members of the University community. Thus e-mail is an official means of communication and the primary method for University faculty, administrators, and staff to contact all students. Students will

be given a Ship e-mail account at no cost. The account is active throughout a student's period of enrollment, including all vacation periods. Students are expected to use the Ship e-mail service and check their e-mail accounts on a regular basis because correspondence about administrative requirements, academic issues, public safety and health, judicial affairs, emergencies, and general matters will be sent in this manner. Much of this correspondence will be time-sensitive. Failure to check one's Ship e-mail account in a timely manner shall not be an excuse for missing deadlines or failing to meet communicated expectations.

Therefore, all students must do the following:

Regularly check their Ship email accounts and read any e-mail in a timely fashion. It is preferable that students read their e-mail on a daily basis but they are expected to do so at least four times per week, including all vacation and summer periods.

Maintain their Ship email inbox at <https://mail.ship.edu>. In particular, all students are expected to ensure that use of the Ship email does not exceed current published limits, thereby interfering with one's ability to receive e-mail. All students are also expected to comply with all published policies governing computing and information network usage.

Check quarantined spam messages at <https://spam.ship.edu> on a regular basis to ensure legitimate emails are not mistakenly quarantined.

Forwarding Ship email to off-campus email services is discouraged. If students choose to forward Ship e-mail to another e-mail server, they are responsible for making sure that the e-mail is forwarded and working properly. They must also ensure that their e-mail account has adequate space available to accept new messages.

### RESPONSIBILITIES

Students and employees are expected to check their Ship email accounts regularly and to use their Ship email accounts when responding to or sending email to Ship employees and students about Ship academic and administrative matters.

### PROCEDURES

Faculty can put this policy in their syllabi and other documents. Communicating via the Ship email system facilitates determining the identity of the sender. Users are therefore not permitted to impersonate other users by modifying email header information for the purpose of deception. All forms of email spoofing are prohibited.

Where applicable, academic and administrative offices should publish email addresses that can be used to receive such email. Faculty should make students aware of their email address by including it on their syllabus or by other means.

### RECISSION

None

APPROVALS

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