

Procedure Manual



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| Title: College Communication to Students via Email | Number: A6Hx2-8.03b |
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Broward College students have Web based access to e-mail internally and through the Internet. Use of Broward College's e-mail system provides communication between staff, faculty, students, and others. E-mail consists of text or text and file attachments

E-mail Usage

- Students are expected to regularly check their BC e-mail account to ensure they are kept up to date on official college correspondence.
- Students who maintain personal e-mail accounts outside of Broward College may forward their Broward College e-mail to these accounts so they do not have to interact with multiple e-mail systems.
- There is no guarantee of security or confidentiality from inappropriate use of the e-mail system.
- Students shall not use e-mail to transmit messages that contain remarks, images, or content that can be considered defamatory, offensive, harassing, disruptive, derogatory, racial or ethnic slurs or pornographic comments or images.
- Students shall not use e-mail to transmit passwords or any other authentication information for or about Broward College's computer and/or network systems.
- Students shall not use e-mail to transmit chain letters.
- Students shall never e-mail or otherwise knowingly transmit any attachment that is suspected of containing a virus.
- Students shall never knowingly transmit messages of any kind with the intent to interfere with or disable a user's terminal session.
- E-mail may not be used to impersonate another person or misrepresent authorization to act on the behalf of others or the college.

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| Recommending Officer's Signature <i>Patricia L. Bailey</i> | Date: 10/04/2013 | President's Signature <i>J. David Anthony Jr.</i> | Date: 10/04/2013 |
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