

E-Mail Communication Policy

Rocky Vista University has established email as a primary vehicle for official communication with students, faculty, and staff. Each registered student is assigned an official RVU email address by the Office of Information Services (IT Help Desk), according to a naming convention regulated by IT. All official University email communications will be sent to the assigned @rvu.edu address, including but not limited to communications from faculty to students, from students to faculty, from administrative departments to students, and from students to students.

The University expects that students will open and read emails in a timely manner. Failure to open and read University communications delivered to an official email address in a timely manner does not absolve recipients from knowing and complying with the content of such communications.

Students may redirect their official RVU email address to another address (e.g. Hotmail, Yahoo, Gmail, AOL) at their own risk. The University is not responsible for the handling of emails by other service providers. Having email redirected does not absolve recipients from knowing and complying with the content of the communication sent to their official University email address.

Improper use of computing systems, including email, as described in the "Acceptable Use of Computing Resources" policy found in the *RVU Student Handbook and Catalog*, is prohibited and may result in disciplinary action. Students using the RVU email system must abide by the Student Code of Conduct and Student Conduct Standards.

Mass Email Messages

All mass emails from students shall first be approved through the Associate/Assistant Dean of Student Affairs. It shall be noted that RVU staff will utilize the Email Policy for Employees when authorizing a mass email on behalf of any student or student group.

"Mass email" is defined as an email addressed to all RVU email accounts or to one or more of the following groups: All RVU Faculty, All RVU Employees, All Students, "Class of ...". It is important to note that sending a message to members of a club, organization, or a group of less than 20 students does not constitute a mass emailing.

The RVU email system provides the capability to communicate rapidly and widely to internal audiences through mass or broadcast email. Many consider the use of mass emails as spam so this method of communication shall be used carefully, considerately, and conservatively to maximize the impact of important messages.

Mass emails shall only be used to communicate information that affects a large number of faculty, staff, and/or students.

Enforcement

The Office of Information Services and the Office of Student Affairs will enforce this policy to the best of their abilities. In accordance with established University practices, policies, and procedures, violation of this policy may result in disciplinary review, expulsion from the University, suspension or revocation of network account, termination of employment, legal action, or other disciplinary action as deemed appropriate. In addition, any use of the University email system for obscene or harassing activities will warrant the loss of email privileges. Students who engage in such activity may also face sanctions under the Student Code of Conduct.