



## University Email

### University Policy 1050

#### 1 **Section 1. Purpose**

2 This policy is established to define the academic and administrative use of Metro State  
3 University's email services.

4 The purpose of this policy is to ensure that:

- 5 • Email is used by the University community in an ethical and respectful manner in  
6 compliance with applicable law and policies, including policies established by the  
7 University and Minnesota State; and with respect for the public trust through  
8 which these services are provided.
- 9 • Email serves as the official means of communication both within Metro State  
10 University and with external recipients as defined by Procedure 105.
- 11 • This critical service remains available and reliable and is used for purposes  
12 appropriate to the University's mission.

#### 13 **Section 2. Definitions**

- 14 • External mass email service: any mass e-mail system or service that is not  
15 provided and/or supported by Metro State University's division of Institutional  
16 Effectiveness and Technology
- 17 • Mass email: an email sent to a group of more than 100 recipients.

#### 19 **Section 3. Policy**

20 This policy establishes email as the official channel of communication at Metro State  
21 University for communications that do not require physical delivery of a document.  
22 Individuals wishing to send mass emails must have authorization unless otherwise  
23 noted in the procedure. Mass, unsolicited email sent to or from non-University entities or  
24 individuals must comply with the federal CAN-SPAM Act, MGDPA and Minnesota State  
25 Policy 5.22 Acceptable Use of Computers and Information Technology.

26 Email should not be used for transmitting sensitive or confidential information unless its  
27 use for such purposes is matched by an appropriate level of security. Confidentiality  
28 regarding student records is protected under FERPA, MGDPA and Minnesota State  
29 Policy 5.22 Acceptable Use of Computers and Information Technology.

30 The University expects that students and employees shall receive and read email in a  
31 timely manner. Timely response to email communication shall be defined by the  
32 department/operating unit in which the employee works. The University also expects  
33 that email communication be done in an ethical and respectful manner. Examples of  
34 inappropriate use of email include but are not limited to:

- 35 • Use of email to transmit materials in a manner which violates copyright laws;
- 36 • Distribution of obscene material;
- 37 • Intentional and unauthorized access to other people's email, including sharing of  
38 account passwords.
- 39 • Concealment or misrepresentation of names or affiliations (e.g., misrepresenting  
40 oneself as another user);
- 41 • Use of University email to send spam;
- 42 • Alteration of source or destination address of email;
- 43 • Use of email for partisan political or lobbying activities;
- 44 • Use of email for commercial activities or personal gain;
- 45 • Use of email to violate the University's policy on Harassment and Discrimination;
- 46 • Use of email that constitutes violations of Metro State's Code of Conduct;
- 47 • Use of email that violates the law.

48 This policy applies to any person or entity sending email through Metro State University  
49 email systems on behalf of the University. Nothing in this policy shall be interpreted to  
50 expand, diminish or alter academic freedom, articulated under Minnesota State Board  
51 Policy, Metro State University Policy, or collective bargaining agreements. Examples of  
52 such policies include, but are not limited to:

- 53 • Board Policy 5.22 Acceptable Use of Computers and Information Technology  
54 Resources.
- 55 • CAN-SPAM Rule | Federal Trade Commission (ftc.gov)
- 56 • FERPA - Federal Education Rights and Privacy Act.
- 57 • MGDPA - Minnesota Government Data Practices Act.
- 58 • System Procedure 1C.0.1 Employee Code of Conduct
- 59 • System Procedure 1C.0.2 Respectful Workplace - Minnesota State
- 60 • System Procedure 3.6.1 - Student Conduct
- 61 • University - Procedure 112: Student Conduct Code Procedure

#### 62 **Section 4. Authority**

63 This policy is issued pursuant to authority granted to the President by the Minnesota  
64 State Colleges and Universities System Board of Trustees.

#### 65 **Section 5. Effective Date**

66 This policy shall become effective upon signature by the President and shall remain in  
67 effect until modified or expressly revoked.

#### 68 **Section 6. Responsibility**

69 Responsibility for implementation of this policy is assigned to the Vice President of  
70 Institutional Effectiveness and Technology

71 **Section 7. Review**

72 This policy will be reviewed as needed, due to changes in technology or, at a minimum,  
73 every two years.

74 **Section 8. Signature**

Issued on this date: 09/20/2024

Virginia "Ginny" Arthur, JD  
President

Date of Implementation: 06/06/2008

Date of Last Review: 09/20/2024

Date and Subject of Amendments:

09/20/2024: Revisions divided a single policy into paired policy and procedures.  
Language was updated to accurately reflect current technology and  
regulations. The new policy and procedure provide for limited unofficial  
communication with student's personal email addresses.

Additional History and/or Revision Dates: