3341-6-43   Student Email.

Applicability	All University units
Responsible Unit	The Vice President for Finance and Administration
Policy Administrator	The Office of the Chief Information Officer

(A)   Policy Statement and Purpose

Official university email accounts are required for all BGSU students. The official BGSU email address for all students will be in the form: username@bgsu.edu.

Undergraduate students receiving email at the official BGSU email address will have these messages automatically forwarded to their Office 365 email box using their username@bgsu.edu address.

(B)   Policy

At the time of admission or initial registration, all students are given a BGSU account. Students may anticipate that official university correspondence will come to them through this email account and should access this email account on a regular and timely basis.

Additionally, all students should recognize that their BGSU account is currently part of the authentication process used for accessing the MyBGSU portal. MyBGSU is an essential university tool used for administrative and academic correspondence. It is expected that students will be required to use this tool to access one or more administrative or academic services at the university, such as grade reports, class registration and class assignments/announcements.

(1)   University use of email - Email is a mechanism for official communication within Bowling Green State University. The university expects that such communications will be received and

read in a timely fashion. Official email communications are intended only to meet the academic and administrative needs of the campus community. As stewards of the process, Information Technology Services is responsible for directing the use of official student email.

(2) Assignment of student email - A BGSU Account Registration Web site is available to allow students to set up their BGSU account online. This page is located at http://www.bgsu.edu/newaccount.

Admitted students will receive an information packet that includes information necessary to create their BGSU account.

Students on the main campus can use the Web service or can register for an email account by bringing their official BGSU ID to the Technology Support Center in 110 Hayes Hall. Firelands students can register for an account online or by visiting the Main Lab in 231 North and bringing their official BGSU ID. Accounts must be created before the University can correspond with its students using the official email accounts.

Official email addresses will be directory information unless a student requests otherwise.

(3) Expectations about student use of email - Students are expected to check their email on a frequent and consistent basis in order to recognize that certain communications may be time critical. "I didn't check my email," error in forwarding mail, or email returned to the university with "Mailbox Full" or "User Unknown" are not acceptable excuses for missing official university communications via email. Additionally, no student should share his or her BGSU password with any other individual. Such sharing could facilitate violations of federal, state, and/or local laws and therefore is prohibited.

(4) Redirecting of email - Students who wish to have email redirected from their official university email address to another email address (e.g., @aol.com, @hotmail.com), may do so, but at their own risk. The university will not be responsible for the handling of email by outside vendors. Having email redirected does not absolve students from the responsibilities associated with the

official communication sent to their BGSU account. In order to forward email, please contact the Technology Support Center in 110 Hayes Hall or by telephone at 419-372-0999.

(5) Authentication of confidential information - It is a violation of university policies, including the Codes of Student Conduct to impersonate a university officer, faculty/staff member or student. To minimize this risk of fraud, some confidential information may be made available only through MyBGSU, which is password protected. In these cases, students will receive email correspondence directing them to MyBGSU, where they can access the confidential information only by authenticating. The confidential information will not be available in the email message. Again, because password protection is a key component of MyBGSU security, students should never share their passwords or other identifying information, except as requested by the university.

(6) Privacy - Users should exercise extreme caution in using email to communicate confidential or sensitive matters, and should not assume that email is private or confidential. It is especially important that users are careful to send messages only to the intended recipient(s). Particular care should be taken when using the "reply" command during email correspondence.

(7) Educational uses of email - Faculty will determine how electronic forms of communication (e.g., email) will be used in their classes, and will specify their requirements in the course syllabus. This "Official Student Email Policy" will ensure that all students will be able to comply with email based course requirements specified by faculty. Faculty can therefore make the assumption that students' official BGSU accounts are being assessed and faculty can use email for their classes accordingly.

(8) Enforcement and Sanctions

Use of BGSU technology resources must be completed in compliance with the BGSU Information Technology Policy (http://www.bgsu.edu/offices/cio/page52522.html). Any violations will be referred to the appropriate disciplinary authority for review.

Registered Date: March 17, 2015