

## Athens State University Student Email Policy

The purpose of Athens State University student e-mail system is to provide e-mail services to enrolled students of Athens State University. This type of service allows the student to conduct collaborative work efforts and share information with students, faculty, and other individuals regardless of time and/or geographic boundaries. Because of this open freedom, and the possibility of conversing with individuals with whom you may have never met, students should conduct themselves in an appropriate manner during their communications. Every e-mail message sent from your Athens State University campus account carries the Athens State University name (athens.edu), and all communications should reflect that.

This service is a privilege provided to the students of Athens State University. Accounts are for individual use only, and are not to be loaned to family or friends. Ownership of the service and the accounts belongs to Athens State University. All accounts are subject to inspection without notice by appropriate ASU personnel if inappropriate usage is reported or suspected by the institution.

All official correspondence conducted via email to you will be sent to the university-provided student email account. Your student email account will be used at times for distribution of pertinent campus announcements. For these reasons, **all students** are expected to use and maintain their Athens State University e-mail account.

Students using the ASU email system do so under the policies set forth by the Athens State University.

### **Issuance of Accounts**

Accounts will automatically be generated for all students as soon as possible after their acceptance at Athens State University.

Students may check their email by clicking on the "My.Athens Email" icon on our home page (<http://www.athens.edu>). Students will receive the account information in their acceptance material from Admissions. The default password the account will be the student's initial password for ASU Online.

### **Expiration of Accounts**

#### **Graduating students**

- Accounts for students completing studies and not returning will not expire at this time. The University may modify this expiration policy without notice.

#### **Non-graduating, non-returning students**

- Accounts for non-returning students will expire at the end of the second semester following the last semester completed.

### **Password Administration**

Passwords are managed from within your email account. Students will receive the initial password in their Admissions acceptance material. The email password will initially be the same 6-digit PIN for your ASU Online account. Password resets are done from the email account and initiated by the student.

### **Use of Campus Maintained Mailing Lists**

The use of campus maintained mailing lists is restricted to official campus business. Any individual sending unsolicited email to a mailing list may lose his/her email privileges.

### **Use of Personal Mailing Lists**

Students may create and maintain their own personal mailing lists. The individual creating and maintaining the list and any users using the list are to insure that members of the list agree to participate in the list. Upon request, the list maintainer must remove any individual from the list. The correspondence on these personal lists should still adhere to the acceptable use policy as they originate at Athens State University and carry the ASU domain name.

### **Prohibited Uses**

The Athens State University email system is not to be used for any of the following:

- Personal gain (to receive money, property, services, etc in exchange for same)
- Chain letters (e.g., any communication which requests or demands the recipient forward the message to one or more individuals)
- Advertising
- Solicitations for contributions for non-University sponsored entities.
- "Get rich quick or pyramid schemes"
- Deliberate acts associated with denying, interfering with, or disrupting networking or email service of Athens State University or that of any other agency.
- Attempts to perform mass mailings to the entire campus (or a large subset of the campus), or other agency.
- Any unlawful activity.

No one shall deliberately alter or attempt to conceal their true return email address, or the origination location of the message. No one shall deliberately set forth to interfere with the reception of e-mail by an individual. No one shall deliberately set forth to intercept or receive, and/or view another individual's e-mail without that user's consent. Only authorized individuals of the Athens State University staff may at any time view a student's email if that student is suspected of a violation of this email policy or the campus computing policy. Routine checks of server logs or high account activity that may raise suspicion can be considered grounds to review a student's email. E-mail services are not to be used for any type of harassment of an individual or organization. If you feel as though you are receiving e-mail of this nature, report any and all occurrences to the Office of Information Technology at (256) 216-6675 or email [pcsupport@athens.edu](mailto:pcsupport@athens.edu). Users will need to keep both printed and electronic copies of the harassing e-mail; this will help aid in the locating of the individual who is harassing them.

### Liability for Misuse and Viruses

The Athens State University email system incorporates a virus scanning system to help protect students from email viruses. Athens State University takes a best-effort approach to ensure that students will not be affected by viruses in their provided email accounts. Athens State University does not; however, take responsibility for any data corruption, destruction of electronics, loss, or any other liability for the use of a student's email account resulting from an email virus or activity of a student account.

### Account Limitations

Each student account created by Athens State University Campus is subject to the following account limitations:

- Ten (10) Gigabytes of data

Student email account limits are generated by the total of all messages, attachments, contacts, and appointments in his/her mailbox. This limit also includes the sent items and deleted items folders. It is the student's responsibility to empty these folders as needed to prevent the account from reaching its maximum size.

## Athens State University Student Email Policy

It is the student's sole responsibility to be aware of these limits and control the amount of data in their respective mailboxes according to the above storage limitations. Lost emails, assignments, or attachments resulting from a full account mailbox are not the responsibility of the Athens State University IT Department.

### **Disaster Recovery**

Athens State University does not backup the student email accounts. Measures are taken to ensure the integrity and availability of the system. Each student is responsible for maintaining the integrity of their own account and the messages in the account.