



UNIVERSITY POLICY - SA-19.03-05/18

TO: University of West Florida Community

FROM: Dr. Martha D. Saunders, President

SUBJECT: Student Communications Policy

Responsible Office/Executive: Division of Enrollment and Student Affairs

I. Policy Purpose:

To articulate student responsibilities and University employee responsibilities in connection with University email communications.

II. Who Does the Govern and Who Needs to Know this Policy?

This policy applies to all UWF students and to University employees who communicate with UWF students through electronic mail.

III. Policy Statement:

- a. The University of West Florida uses electronic mail ("email") for official University communication with students. Therefore, each student will be instructed to activate and use a UWF email account ([name]@students.uwf.edu). UWF students are responsible for information communicated through this medium, including monitoring their email for communications from UWF. UWF students are also expected to read his or her electronic mail on a frequent and regular basis. Students are also responsible for complying with the University's policies concerning use of electronic mail and have the responsibility to use their university-provided email account in an ethical and lawful manner.
- b. To facilitate communication via email, the University provides all enrolled students with a University email account. The assigned email account is each student's official email address for UWF communications.
- c. UWF students may access their University email account from any computer having access to the Internet or from various locations on campus, including student computer labs. The University also provides information on how to use the University's email services and technical support for students via the Information Technology Services (ITS) Helpdesk.

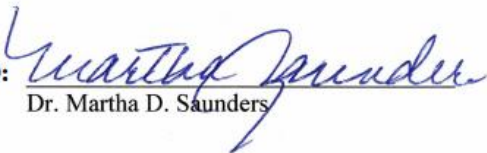
- d. UWF recognizes that many students have personal email accounts with other email providers; therefore, the University's email system allows students to establish email forwarding to a non-University email account. However, UWF cannot ensure that forwarded email is ultimately delivered by another organization's email system. If a student chooses to establish email forwarding to a non-University email account, UWF cannot ensure the security of the forwarding or the security of a non-University email account. It is, therefore, the student's responsibility to ensure the successful forwarding, safety and security of emails from their University email account.

IV. Prohibitions

- A. Students must comply with University of West Florida Policy IT-01.02-08/15, *UWF Electronic Communications Policy*, including, but not limited to the prohibition of using their student email account for commercial purposes not under the auspices of the University.
- B. Students shall not gain access to other students' email addresses and disclose other students' email addresses to third parties for commercial purposes.

V. Authority and Related Documents:

University Policy IT-01.02-08/15

APPROVED: 
Dr. Martha D. Saunders

Date: 6-4-18

History

SA-19.00-05/04 adopted 5/2004; amended as SA-19.02-02/12 2/2012; reviewed with no changes recommended 10/2014; formatting and substantive changes as SA-19.03-05/18.