



BOISE STATE UNIVERSITY

University Policy 2280

Student E-mail Communications

Effective Date

May 2013

Responsible Party

Vice President of Student Affairs and Enrollment Management, (208) 426-1418
Office of Information Technology, (208) 426-1433

Scope and Audience

This policy applies to all current University students.

Additional Authority

- The Family Educational Rights and Privacy Act of 1974 (FERPA), 20 U.S.C. §1232g
 - Idaho Public Records Act, Idaho Code §9-337 – §9-350
 - Idaho's Identity Theft statutes, Idaho Code §28-51-104 – §28-51-105
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1. Policy Purpose

To establish email as an official mode of communication between the University and its students, and to provide guidelines for the proper use of email.

2. Policy Statement

To conduct university business, Boise State University must be able to communicate quickly and efficiently with its students. Email, an acceptable and appropriate medium for such communications, is an official mode of communication.

3. Responsibilities and Procedures

3.1 University Email Addresses

- a. University email addresses conclude with boisestate.edu and are included in university directories. Students may request their University email addresses not be made public by completing such a request through my.boisestate.edu.
- b. Upon graduation, students may retain their university email address and appropriate access to university resources based on enrollment status and university affiliations.
- c. University email addresses may be inactivated at the request of the Vice President of Student Affairs and Enrollment Management.

3.2 General Provisions

3.2.1 Expectations

- a. Upon sending, it is expected that email will be received and read by the recipient.
- b. Unless law, contract, or other University policy prohibits email or requires another form of communication, Boise State may send communications to students by email to their Boise State email address. This includes communications intended to meet the academic and administrative needs of Boise State, including business that is critical to the operation and function of Boise State.
- c. Other methods of communication, including, but not limited to the U.S. Mail, University Mail Services or hand delivery, may also be used and are valid forms of communication.

3.2.2 Security and Privacy

Email communications must comply with federal and/or state regulations and university policies, including but not limited to FERPA and Idaho Code § 9-348. Boise State does not request personal confidential information such as social security, credit/debit card, or bank account numbers be returned by email. Students are responsible for protecting their email passwords, and must not share their password with others or leave it exposed.

3.2.3 Forwarding

Although students may choose to forward/redirect their university email to another email address, forwarding/redirecting is not recommended. There is a risk that forwarded email may be lost or blocked. Problems with forwarded email do not absolve students of responsibilities associated with university communications sent to their university email addresses.

3.2.4 Instructional Use

Instructors determine how electronic communication, including email, is used in their classes, and must specify those requirements in the course syllabus.

Revision History