



Information Technology
Policy
University Policy
on
Electronic Student Communications

Central Connecticut State University relies upon the use of electronic messaging systems to provide official University communications to its students. Electronic communications allows the University to provide more timely information to the campus community, while reducing administrative costs. As with traditional postal mail messages, the University expects any electronic messages sent to be received and read by the student in a timely manner. Each student is responsible for reviewing their designated e-mail account frequently to receive official University correspondence.

The University Information Technology Services Department provides active students with their own My.CCSU e-mail accounts remotely hosted by Microsoft's Live@edu service. The e-mail address chosen by the student will be considered by the University to be the student's e-mail address for the purpose of receiving official University electronic communications. When using the Microsoft Live@edu service, students are bound by the CSUS Email Policy found [here](#).

It shall be the responsibility of the student for ensuring their e-mail account is properly maintained to receive University e-mail messages. This includes adequate mail quota, anti-spam filters and account activations. As with the postal mail service, the University assumes no responsibility for any messages not received or read by the student. Students are advised to be aware of all relevant University policies and schedules, including those used for registration, billing, health services, etc.

Electronic communications are not considered a secure mechanism for transmitting confidential and/or private information. Students are advised to exercise caution when using electronic communications to discuss such information. Electronic communications, as with all University documents, are subject to the provisions of the Freedom of Information Act.

Approved by University Executive Committee on March 22, 2005
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