University of Windsor Policy Concerning the Use of E-mail as an Official Means of Electronic Communication with Students

Last Date Modified: October 6, 2006

Policy
1. **When conducting official University business, electronic communication from the University will be delivered to a student's University of Windsor (UWin) e-mail address.**
2. **All official electronic communication from the University will be deemed to have been delivered when it arrives at a student's UWin e-mail address.**
3. **Students must use their UWin e-mail account when electronically communicating (including corresponding with faculty and staff) with the University.**

Guidelines
1. Upon registering at the University of Windsor, each student is assigned a University of Windsor e-mail address. This system is referred to as the UWin E-Mail System. Students have the following responsibilities:
    1.1. Activate their UWin e-mail address at http://www.uwindsor.ca/uwinid. Students should do this before the time that they register for any courses at the University.
    1.2. This policy will pertain to all students who have registered for their first course at the University.
    1.3. Ensure that time-critical e-mail is accessed, read and acted upon in a timely fashion.
    1.4. Keep their e-mail box size within the appropriate limits to ensure delivery of e-mail.
    1.5. Use their UWin e-mail address when corresponding with the University to ensure that the receiving party can appropriately identify the sending party.
2. All faculty and staff will communicate with students through their UWin e-mail address.

Rationale
1. *Single E-Mail Communication Channel* - The University of Windsor recognizes the need for timely and efficient communication between current students, faculty and staff. This policy clearly establishes a single e-mail communication channel to help reach this goal.
2. *Privacy of Electronic Communication between the University and Students* - The University of Windsor takes seriously its responsibility to interact with students in a secure manner that protects their privacy. The only effective way to maximize the probability that e-mail between the University and students remains private is to communicate through the UWin system.
3. *Protection of Identity* – using the UWin e-mail system maximizes the authenticity of a sender's identity when communicating electronically. Using the UWin e-mail system for corresponding with students, faculty and staff means that the receiver of the e-mail has reasonable assurance that the sender of the e-mail is the signing party.

Implications of the Policy
1. *The UWin E-Mail System* - The University has a responsibility to provide students with a secure, managed, highly-available e-mail system with appropriate disk space and response time for them to carry out their electronic correspondence.
2. *Sending E-Mail to the University community* – Students using email to conduct official business with the University, including communicating with faculty, are expected to use their UWin address. E-Mails received from students using the UWin system will be treated as legitimate.
3. *Acceptable Use and Confidentiality of Passwords* - Students must treat passwords with the security and respect that they require. Students are expected to follow the Campus Acceptable Use Policy (http://www.uwindsor.ca/aup), which they accept when activating their UWin ID. It is recommended that students do not use automatic login features at any PC that they use.
4. *Forwarding of E-Mail from the UWin System* - Students may forward their e-mail to another e-mail address. This functionality is available inside the UWin system. Students should understand however that when doing this, there is an increase in the risk that the e-mail will not remain private.
    Consequences of not using the UWin account – Students may miss key information or possible deadlines if they do not read their e-mail from the University of Windsor. Students who do not use their UWin account for corresponding with the University will be deemed to have not responded. In situations where a student does not have access to a computer, the university may make alternate arrangements, upon receipt of a request from the student.

Timing of the Policy
The policy will become effective on January 1, 2007.

Contact for the Policy
IT Steering Committee may be contacted for questions or clarifications of the policy. Inquiries may be made to the office of the Director of I.T. Services.