



South Georgia College E-Mail Use Policy

I. Purpose

Electronic communication has emerged as a reliable, quick, and cost-effective method of communication between faculty, staff and students. This Policy is intended to ensure that e-mail communication is available to both employees and students and to define the responsibilities inherent in e-mail access granted through South Georgia College. Adherence to the Family Education Rights and Privacy Act ([FERPA](#)) require that this Policy be strictly followed.

II. Accounts

A. Students

1. Registered students will be assigned an e-mail account after the last day of Drop/Add for the current semester.
2. Passwords will be automatically generated and made available through the student's Banner Web account.
3. The account will remain active for the duration of the student's attendance at SGC.

B. Faculty/Staff

1. Faculty/Staff are assigned an e-mail account at the request of the Personnel Director.
2. The Computer Center creates the employee account and communicates the password directly to the employee.
3. The account will remain active for the duration of employment.

III. Specific Communications

A. Faculty to students

1. Faculty communicating with students via e-mail should use only the student's SGC assigned account to avoid possible violations of FERPA.
2. Faculty will control how e-mail will be utilized in their classes.

B. College departments to students

1. College departments will be authorized to send e-mails to individual students and to the entire student body as a whole.
2. Any communications sent to students should be related to official institution business.

IV. E-Mail Filtering

SGC utilizes filtering mechanisms to identify and isolate e-mail spam. The current provider, SpamShark, sends periodic notifications of messages flagged as spam to each e-mail user. The user is responsible for reviewing the isolated messages to determine if any valid e-mail was flagged in error. Users will be provided instructions regarding how to access their SpamShark accounts in order to recover messages misidentified as spam.

V. Policy

The SGC e-mail system shall not be used for the creation or distribution of any disruptive or offensive message, including offensive comments about race, gender, hair color, disabilities, age, sexual orientation, pornography, religious beliefs and practice, political beliefs, or national origin. Propagation of mass mailings, chain letters, or e-mail hoaxes is prohibited.

VI. Acceptable Use References

Faculty, staff and students are required to read and abide by the South Georgia College Acceptable Use Policy plus the policies of the University System of Georgia as listed below:

Board of Regents Computer Security Policy Statement -
<http://www.usg.edu/oiit/policies/security.phtml>

PeachNet Acceptable Use Policy –
<http://www.usg.edu/peachnet/about/acceptable.html>

Georgia Computer System Protection Act –
<http://www.usg.edu/oiit/policies/proact.phtml>

Georgia Computer System Protection Act: HB 1630 –
<http://www.usg.edu/oiit/policies/hb1630.phtml>