UMass | Dartmouth

Email Communications Policy

Policy Number	ITS-002
Effective Date	November 1, 2019
Responsible Office / Person	CITS
Related Policies	ITS-001 Acceptable use of information technology resources
	ITS-005 UMassD Logon account eligibility
	ITS-006 Information security
Additional History	This policy updates ITS-002 dated May 1, 2005

I.   *Policy:* The University of Massachusetts Dartmouth has established email as a means of sending official information to enrolled students.

II. *Purpose:* This policy is designed to formalize the use of electronic email for official University of Massachusetts Dartmouth communications.

III. *Procedures:* The university provides an email account to all active University of Massachusetts Dartmouth employees and students.

The university has the right to expect that email communications will be received and read in a timely fashion in support of academic and business processes. All email account holders are expected to check their university email on a frequent and consistent basis to ensure they are staying current with all official communications.

IV. *Responsibility:* Computing & Information Technology Services (CITS) has overall responsibility for implementation of this policy.

The CITS Access Management team is responsible for distributing and maintaining official University of Massachusetts Dartmouth email addresses.
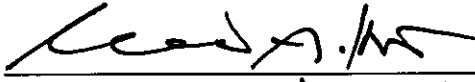
The content of official communications is the responsibility of the originating department.

Individuals using email are expected to adhere to the Acceptable Use of Information Technology Resources Policy (ITS-001) and the Information Security Policy (ITS-006).
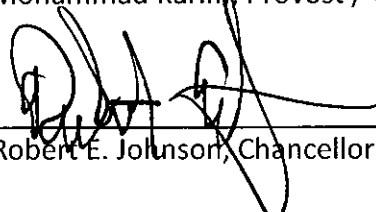
V.   *Approval:*

Approved: _____   Date: 11/7/19
         David Gingerella, VCAF

Approved: _____   Date: 11-14-2019
         Dr. Mohammad Karim, Provost / COO

Approved: _____   Date: 11/7/19
         Dr. Robert E. Johnson, Chancellor