

MSVU Student Email Policy

1.0 Purpose

The purpose of this policy is to describe the appropriate use of University student email facilities, associated responsibilities, and rights of all users of University student email facilities and official Mount Saint Vincent University email accounts.

2.0 Scope

This email policy covers all uses and users of student University email facilities. By using the student email facilities all users of University email consent to all provisions of this policy and agree to comply with the terms and conditions set forth herein, all other applicable University policies, regulations, and procedures, and with applicable local, provincial, and federal laws and regulations.

3.0 Official Email

The University assigned student email account shall be an official means of communication with all students. All account holders must adhere to the 'Regulations Governing Computer Use'. The use of the University student email account will indicate acceptance of this policy.. Users are responsible for all information sent to them via their University assigned email account and should notify IT&S of any inappropriate email as outlined in section 6.0, or any email that they believe to be inappropriate. Users who choose to forward mail from their University email accounts are responsible for ensuring that all information, including attachments, is transmitted in its entirety to the preferred account. The email account and the contents of the account are governed by Mount Saint Vincent University copyright and intellectual property policies.

4.0 Accounts

4.1 Student Accounts

Email accounts are created when students register for classesThe email naming convention for students is: firstname.lastname@msvu.ca. In the case of a duplicate email account, the second email account will have a sequential numeric value appended to the last name: firstname.lastname2@msvu.ca until there is no duplication.

Students have a mailbox size limit of **10mb**. This limit can be increased by making a request through the IT&S Helpdesk. The mailbox limit will be increased by **15mb** on each request to a maximum of **50mb**. Students are encouraged to practice mailbox maintenance as described in the IT&S Student Guide to Computing.

If a student does not register for classes for one academic calendar year their email account will be suspended. If a student does not register for classes for

MSVU Student Email Policy

two academic calendar years their email account will be deleted. Deletion of the accounts happens after the last day for course withdrawal that falls within that two year time period

5.0 Access and Disclosure

The University encourages the use of electronic mail and respects the privacy of its users. However the University cannot assure the privacy or the confidentiality of an email account holder's use of electronic mail due to the nature and technology of electronic communication. The University does not routinely inspect, monitor, or disclose electronic mail without the email account holder's consent.

The University shall only permit the inspection, monitoring, or disclosure of electronic mail without the consent of the email account holder under the following conditions:

- a) When required by and consistent with federal and provincial laws and regulations,
- b) When there is a substantiated reason to believe that violations of law or of University policies have occurred,
- c) When there is a substantiated reason to believe there is a high probability that failure to act could result in significant bodily harm, significant property loss or damage, significant liability to the University or members of the University community.

6.0 Abuse of Account

The 'Regulations Governing Computer Use', University policies and the current federal and provincial legal standards apply to all accounts, and account holders. Under authorization from the appropriate University authority, IT&S staff, in order to investigate complaints, can disable an email account that is suspected of violating either university policy, or federal or provincial legal standards.

Users of University email facilities whose actions violate the current legal standards, this policy or any other University policy or regulation may be subject to revocation or limitation of email privileges, as well as other disciplinary actions or may be referred to appropriate external authorities.

Examples of abuse of email;

- a) Commercial advertisement, solicitations, or promotions
- b) Destructive programs as viruses
- c) Sending copies of documents in violation of copyright laws
- d) Use of email to harass, intimidate, defame or discriminate against others or to interfere with the ability of others to conduct University business
- e) Use of email for any purpose restricted or prohibited by federal and provincial laws and regulations or University policies or regulations
- f) Constructing an email communication so it appears to be from someone else

MSVU Student Email Policy

- g) Unauthorized access to electronic mail or breach of any security measures on electronic mail systems or unauthorized interception of any electronic mail transmission
- h) Sending unauthorized mass mailings, the continuation of pyramid or chain letters or other forms of communication whose nature is to cause excessive amounts of data to be transmitted
- i) Use of email that misrepresents the sender as an authorized representative of Mount Saint Vincent University