



1207.1 - Email

Purpose:

This procedure will operationalize the BSC Email Policy, 1207.1.

Procedure:

1. All BSC employees and students are assigned a NDUS email account. Official correspondence from BSC will be sent to this account.
2. Employees and students are expected to check their email on a frequent and consistent basis to stay current with college and class related communications. Certain communications may be time critical.
3. Failure to read campus email in a frequent and consistent basis does not absolve that employee or student from knowing and complying with the content of the communication.
4. To protect privacy and better ensure authenticity, email exchanged between BSC parties shall be through official email addresses.
5. When corresponding on behalf of or representing BSC through email communication, employees and students are required to use their assigned email address.
6. Official email addresses may not be used for conducting personal business.
7. Email resources must be used in an appropriate manner and to comply with federal, state, and local law, in addition to NDUS and BSC policy as it might apply to the Use of Computer and Network Facilities policy, 1901.2.
8. BSC will not be responsible for the handling of the email by outside vendors or unofficial servers. Employees and students must not redirect email from their official email account to an external account.
9. Email messages that are redirected to a non-official email account are still subject to the North Dakota Public Records law, NDCC ch. 44-04, regardless of the system the email resides in. Individual must comply with any public record requests and any requests made by the NDUS or BSC.

References:

[N.D.C.C. ch. 15-10-44.1 North Dakota State Board of Higher Education
SBHE Policy 1200 Consolidated IT Services](#)

Bismarck State College Policy 1207.1 Email Policy

Bismarck State College Policy 1901.2 Use of Computer and Network Facilities

[N.D.C.C. ch. 44-04 North Dakota Open Records](#)



History of This Policy Procedure:

First policy reviewed and approved by Campus Council on September 9, 2023. Reviewed by the Executive Council on September 9th, 2023 and approved by the President on October 5th, 2023.