

## NMT Unofficial Student Email Communication Guidelines & Procedures

1. **Purpose:** to facilitate campus email communications dealing with programming, campus unit and club events, as well as supplemental programs of interest and opportunities for engagement that add to the student experience but are not directly related to academic issues, immediate health and safety, or emergencies.

Implementation of this Unofficial Student Email Distribution ([StudentCommunity@nmt.edu](mailto:StudentCommunity@nmt.edu)) list will help reduce student email fatigue and prevent unwanted, yet important official email ([All-student@nmt.edu](mailto:All-student@nmt.edu)) from being sent to spam. Changes to Tech's email system, the creation of a **Miner Weekly Blast**, and enhancements to Tech's Master Events Calendar should help improve student communications and their satisfaction.

2. Authorized Approvers/Senders of NMT [StudentCommunity@nmt.edu](mailto:StudentCommunity@nmt.edu):
  - a. All Authorized Approvers/Senders of Official Student Distribution List
  - b. Department/Unit Directors
  - c. Department/Unit Designees
  - d. Faculty Senate Chair
  - e. Student Government Association (SGA)- President or Vice President
  - f. Graduate Student Association (GSA) President or Vice President
  - g. Student Activity Board Director (SACD)- with oversight by Physical Recreation Director.
3. Rules governing unofficial emails via [StudentCommunity@nmt.edu](mailto:StudentCommunity@nmt.edu) to students include, but are not necessarily limited to:
  - a. Students can opt-out (i.e. unsubscribe) from this student list. There will be an opt-out link at the bottom of every [StudentCommunity@nmt.edu](mailto:StudentCommunity@nmt.edu) email.
  - b. Student clubs and organizations other than those listed above do not have direct access to send to this list. These student groups should go through SGA, SAB, GSA, Dean of Students or their associated department if they need to communicate to this distribution list.
  - c. NMT Bookstore & Food Service will go through the Director of Auxiliary Services
  - d. Outside entities requesting information to be sent to the student body will need to go through the Dean of Students.
  - e. [StudentCommunity@nmt.edu](mailto:StudentCommunity@nmt.edu) emails are automatically sent as blind copies (BCCs).
  - f. When necessary, an appropriate disclaimer will be attached to the bottom of official email correspondence with students (e.g. this email is being sent on behalf of ...).
  - g. Prior to a [StudentCommunity@nmt.edu](mailto:StudentCommunity@nmt.edu) being sent to advertise a student activity or special events, the event must be posted on [Tech's Master Event Calendar \(https://nmt.edu/calendar/\)](https://nmt.edu/calendar/)
  - h. The Office of Student Life has created **Miner Weekly Blast**, a weekly email that lists upcoming of events and utilize [StudentCommunity@nmt.edu](mailto:StudentCommunity@nmt.edu) to distribute the activity list each Monday.
    - A direct feed from Tech's Master Event Calendar will be utilized to populate each Miner Weekly Blast to effectively communicate and minimizing the number of emails and repeat emails.
    - All authorized senders of the [StudentCommunity@nmt.edu](mailto:StudentCommunity@nmt.edu), departments, units and student groups should utilize this weekly communication venue when possible.
    - All information to be included in this weekly blast should be submitted for posting on Tech's Master Calendar by midnight of the Sunday prior to the Monday email blast.
    - Ideally, all student activities and campus programs should be approved and advertised/promoted at least two weeks in advance of the event.
  - i. [StudentCommunity@nmt.edu](mailto:StudentCommunity@nmt.edu) senders should not send attachments, however in-line images are OK. Utilizing a URL (html link) helps to ensure incorrect files are not attached.
  - j. Anyone in the Tech community assigned an nmt.edu email account can subscribe to the [StudentCommunity@nmt.edu](mailto:StudentCommunity@nmt.edu) distribution list, including students who have previously opted-out. ITC and the Dean of Students will periodically send opt-in invitations.

- k. Approval process to be given access as an Authorized Sender of [StudentCommunity@nmt.edu](mailto:StudentCommunity@nmt.edu)
- Any requested changes or additions to a department's/unit's authorized list of senders must be approved by the unit's V.P. The names of approved authorized senders should be sent to ITC.
  - Any requests to add a student or student entity must be submitted to the Dean of Students for approval.
- l. Criteria for Granting Access to Lists:
- Position
    - Does the person have a position that would frequently require addressing the specific audience of the list?
    - If the person already has access due to position, can/should any related unit email have the same access to that list? (person vs. unit recognition by audience)
  - Purpose of Potential Messages
    - Does the person have a purpose that fits with the intent of the list and/or a necessary role to provide required information to that specific audience? (e.g. policy, academic, emergency information)
    - Can the purpose be served by the "[All-Student@nmt.edu](mailto:All-Student@nmt.edu)" list or another distribution list?
  - Does the person have a track record of sending unnecessary or excessive emails?
  - If a person's role changes, there is a need to review whether that person should maintain access.
  - If a person resigns, is terminated or leaves Tech, that access is removed.

m. **Acceptable Use**

Acceptable use includes, but is not limited to **respecting the rights of other users**, avoiding actions that jeopardize the integrity and security of information technology resources, and complying with all pertinent licensing and legal requirements.

Users of information technology resources are responsible for the content of their personal communications and may be subject to liability resulting from that use. The University accepts no responsibility or liability for any personal or unauthorized use of its resources by users.

n. **Unacceptable Use**

Users must not engage in inappropriate use, including but not limited to:

- Activities that violate state or federal laws, regulations or University policies.
- Harassment.
- Widespread dissemination of unsolicited and unauthorized electronic communications.
- Personal business (e.g. soliciting donations, child's school fundraiser, etc.)

Users must avoid excessive use of system information technology, including but not limited to network capacity. Excessive use means use that is disproportionate to that of other users, or is unrelated to academic or employment-related needs, or that interferes with other authorized uses. Units may require users to limit or refrain from certain activities in accordance with this provision.

o. Any authorized senders who abuses their privileges, may have their access revoked.

- An adhoc committee of the Registrar, Dean of Students, and Director of Communications and Marketing will review reports of unacceptable use.
- Unacceptable use will initially result in a warning sent to the abuser and their supervisor. Severe or repeat offenses will result in the individual's access being revoked. The length of the sanction will be based on the circumstances.
- Appeals can be made in writing to the VPAA.