



STUDENT EMAIL USE POLICY

The purpose of Lander University's student e-mail system is to provide e-mail services to enrolled students of the University. This type of service allows the student to conduct collaborative work efforts and share information with students, professors, and other individuals regardless of time and/or geographic boundaries. Because of this open freedom, and the possibility of conversing with individuals with whom you may have never met, students should conduct themselves in an appropriate manner during their communications. Every e-mail message sent from your Lander account carries Lander's name, and all communications should reflect that.

This service is provided free-of-charge to the students of Lander University. Accounts are for individual use, and should not be loaned out to family or friends.

Creation of Accounts

All students are issued an official Lander University email account when they register for their first class at Lander. **The student email account is the official email address to which the University will send electronic communications.** This official address will be recorded in the University's electronic directories and records for the student. For these reasons, **all students** are required to use, and maintain their university-provided email accounts. Information Technology Services will perform the account creation without any action necessary by the student.

Account Information:

Your email account information is listed under the "Personal Information" section in [Bearcat Web](#). Your Lander student email address will be listed as your preferred address and cannot be changed.

Students may also obtain email account information from the Jackson Library Student Computer Lab Help Desk with proper identification.

Expiration of Accounts

Graduating students

- Accounts for students who graduate in the spring will expire in September.
- Accounts for students who graduate in the summer will expire in January.
- Accounts for students who graduate in the fall will expire in May.

Non-graduating, non-returning students

- Accounts for non-returning students will expire at the following term of non-enrollment.

Students taking contract courses

- Accounts for students participating in contract courses will expire at the end of the course.

Password Administration

At time of enrollment, the student will be provided with information concerning his/her account and a default password for that account. Email account information can also be obtained from the Jackson Library Computer Lab Help Desk with proper student identification.

Use of University Maintained Mailing ListsThe use of University Maintained Mailing lists is to be restricted to Official University business or class work only. Each mailing to any mailing list should be appropriate for the function of that mailing list, and adhere to the policy set forth for that mailing list.



Use of Personal Mailing Lists

Students may create and maintain their own personal mailing lists. The individual creating and maintaining the list and any users using the list are to insure that members of the list agree to participate in the list. Upon request, the list maintainer must remove any individual from the list. The correspondence on these personal lists should still adhere to the acceptable use policy as they originate at Lander and carry the Lander name.

Privacy

Students should exercise extreme caution in using email to communicate confidential or sensitive matters, and should not assume that email is private and confidential. It is especially important that care is taken to send messages only to the intended recipient(s). Particular care should be taken when using the "reply" command during email correspondence.

Mailbox Size and Aging Limits

Student mailboxes are limited to 50MB. This limit applies to all mail items stored on the server (inbox subfolders, sent items, deleted items, etc.) At the end of summer sessions and before the beginning of each fall semester, all email will be removed from the server. During the school year, any email older than 180 days will be automatically removed from the system

Email attachments are limited to 10MB. Please use careful judgment when sending email attachments that are large in size.

Prohibited Uses

The Lander University Mail systems are not to be used for the following:

- Personal gain
- Chain letters (*e.g., any communication which requests or demands the recipient forward the message to one or more individuals*)
- Solicitations for contributions for non-University sponsored entities
- "Get rich quick" or "pyramid schemes"
- Deliberate acts associated with denying, interfering with or disrupting service of Lander's e-mail service or that of any other agency.
- *Attempts* to perform mass mailings to the entire campus (or a large subset of the campus) of a non-official nature, which has a negative impact on the daily operation of the University.
- Any unlawful activity.

No one shall deliberately alter or attempt to conceal their true return mail address, or the origination location of the message. No one shall deliberately set forth to interfere with the reception of e-mail by an individual. No one shall deliberately set forth to intercept or receive, and/or view another individual's e-mail without that user's consent.

E-mail services are not to be used for any type of harassment of an individual or organization. If you feel as though you are receiving e-mail of this nature, report any and all occurrences to the Office of Information Technology Services at (864) 388-8234. Users will need to keep both printed and electronic copies of the harassing e-mail; this will help aid in the locating of the individual who is harassing them.