



Title: E-Mail

Policy  
 No.: ADM 1.02

Date: 7/28/10  
 Rev.: 8/1/12, 8/1/15

Areas Affected: All BSMCON Faculty & Students

Page 1 of 1

The Bon Secours Memorial College of Nursing provides e-mail and other necessary system access to enhance each student's academic experience. As e-mail is the primary means of communication between College personnel and students, the College expects that students will maintain frequent e-mail contact by reading and, if requested, responding to any e-mails sent by the College in a timely manner.

Students may apply for Bon Secours ActiveSync to access College emails from their personal wireless devices. Application forms are available during new student orientation. This access will be terminated upon graduation or withdrawal from the College.

Faculty may determine how e-mail is used in their courses and will make appropriate notations regarding e-mail requirements in the course syllabi. Faculty may not transmit grades through e-mail. Additionally, due to e-mail account size limits, e-mail correspondence between faculty and students should be limited to text only, and students and faculty should exchange files only through the learning management system.

The College uses its information system and learning systems for both individual and group communication. No personnel or student may use these systems to transmit unsolicited email that violates the general principles of conduct outlined in the catalog and/or other policies.

Personnel and students are expected to take into consideration the sensitive and/or confidential nature of any information they want to transmit, as e-mail may not be appropriate means of communication in some circumstances. The College does not allow students to forward their College email to another email account as transmitting patient information outside the Bon Secours system would result in a HIPAA violation. The use of e-mail should comply with all Bon Secours Health Care System, local, state, and federal regulations, including the Family Education Rights and Privacy Act of 1974 (FERPA).

Reference Policy # \_\_\_\_\_

Approved by:



Signature

Dean, Finance & Administration

Title

8-1-15

Date

Signature

Provost/VP

Title

8.1.15

Date

**Approval History:**

Committees and Dates:

AD Administration 7/10/12, 7/11/12

Policy Committee-7/16/12, 8/1/15