

PM 10-01
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President Mildred García

Official Student Electronic Mail Policy

CSU Dominguez Hills' use of electronic mail

Electronic mail (e-mail) is a mechanism for official communication within CSU Dominguez Hills ("the University"). The University has the right to expect that such communications will be received and read in a timely fashion. The only intended use of official e-mail communications is to meet the academic and administrative needs of the campus community. The University President and Cabinet serve as stewards of official student e-mail. Any e-mail address or account assigned by the University to a student is the property of the University.

Availability of e-mail accounts

Official University e-mail accounts are assigned to students at the time of their admittance to the University. Student e-mail addresses have the form [name]@toromail.csudh.edu, where [name] is the first initial of the first name followed by the whole last name and possibly followed by one or more digits, e.g., LSkywalker22.

Redirecting of e-mail

If a student chooses to redirect e-mail from her/his official @toromail.csudh.edu to another e-mail address (e.g., @aol.com, @yahoo.com), s/he does so at her own risk. The University is not responsible for the handling of e-mail by outside vendors. The redirection of e-mail does not absolve a student from the responsibilities associated with official communication sent to her/his @toromail.csudh.edu account.

Expectations about use of e-mail

Students are expected to check their e-mail on a frequent and consistent basis in order to stay current with University-related communications. Students have the responsibility to recognize that certain communications may be time-critical.

Guidelines for Sending Mass E-Mail to CSUDH Students

CSUDH provides e-mail accounts to all students. The CSUDH student e-mail account is the student's official e-mail account and the primary vehicle for the purposes of communicating institutional business.

The Vice President, Enrollment Services and Student Affairs, or designee approves messages.

As an exception, Information Technology may broadcast messages related to system downtime, network maintenance, and other technology-related issues.

Privacy

Users should exercise extreme caution in using e-mail to communicate confidential or sensitive matters and should not assume that e-mail is private and confidential.

Educational uses of e-mail

University faculty can assume that students' official @toromail.csudh.edu accounts are being accessed on a timely basis and can use e-mail for their classes accordingly.

See also: Presidential Memorandum 2009-12, Use of Information Technology Services and Resources and Electronic Mail Systems or Services, http://www.csudh.edu/pms/PMs/PM_09-12_Use_of_Information_Tech%20Services_and_Email.pdf.