

**DIN:** 1110-1-01  
**Title of Policy:** Official Communication - Email and Web Page

**Policy**

Northwest Technical College believes that all learners and employees must be proficient in using electronic communication tools; therefore, each enrolled learner and employee will be assigned a college email address, which will be used for official communications from and within the college. Individuals are responsible for accessing their email and are responsible for the contents of the messages. The College web site will also be a source of information, including handbook, catalog, and calendar. Learners are responsible for accessing the calendar to get this information.

**Purpose**

To support technological communication proficiency for all NTC learners and employees.

**Responsibility**

The table below describes responsibilities for this policy:

<b>Group/Individual</b>	<b>Responsibility</b>
Provost	Ensure compliance with policy.
Faculty and Staff	Communicate and implement this policy.
Information Officer	Assign college email address to each enrolled learner and each employee.
Help Desk	Provide instruction in the use of email as requested. Respond to requests to fix email accounts that are not operating correctly.
Faculty, staff, enrolled learners	Use email to send communications. Access official college email account regularly. Ensure that college communications are read. Inform the college Help Desk personnel immediately if your email account is not operational.

**Supporting References**

Listed below are college document(s) that support this policy:

**Compliance References:**

Listed below are references to compliance requirements (e.g. MnSCU policy, federal regulations).

The most current documentation is electronic; therefore, please discard printed copy after 24 hours. This does not apply to completed forms which are records.			Print Date: 09/27/05 11:50 AM
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Approved: Dr. Quistgaard	Date: 8/16/05	Check here if policy should appear in campus handbook:	<input checked="" type="checkbox"/>