

Southwestern Indian Polytechnic Institute

Student/Staff SIPI EagleMail Policy



1. General: Southwestern Indian Polytechnic Institute (SIPI) is committed to increase the use of technology to enhance student learning. Upon admission to SIPI, **all students are required to obtain a student email account**. This email account will be used for all official communication between students, faculty and staff.

Official communication includes, but is not limited to:

- Event and academic notifications
- Student account information
- Financial Aid notifications
- Campus alerts

SIPI will send official communications to students by email with the full expectation that students will receive and read these emails in a timely fashion. Faculty will determine how to use electronic communication for instructional purposes.

Students will have access to their SIPI EagleMail account as long as the student is registered at SIPI. If a student is no longer registered, the student will receive several notifications of the date that their SIPI EagleMail account will be disabled. The VP of College Operations and the Information Technology Department are responsible for directing the use of the official student email.

All use of e-mail, including use for sensitive or confidential information, will be consistent with the (Family Educational Rights and Privacy Act of 1974 (FERPA).

2. Assignment of student email accounts: A valid student ID is required to obtain a student email account for user identification. The email address is in the form [first initial][last name]@mail.sipi.edu To obtain your EagleMail account, please visit the SIPI website IT page for current hours.

3. Student Responsibilities:

Students are responsible and required to-

- Check EagleMail frequently (at a minimum of once per week) in order to stay current with SIPI-related communications;
- Ensure there is sufficient space in their accounts for email to be delivered; and
- Recognize that certain communications may be time-critical.

Prohibited uses of email but are not limited to:

- Use of email communication to harass or intimidate others.
- Use of email communication for any purpose restricted or prohibited by laws or regulations.
- Use of email for personal monetary gain or for commercial purposes.
- Sending or receiving copyrighted materials such as songs, videos, games, documents, or other types of intellectual property.
- Spoofing: changing the sender address and other parts of the email header as to appear as though the email originated from a different source.
- Attempting unauthorized access to email, attempting to intercept any email transmissions without proper authorization, or attempting to breach any security measures.

4. Re-directing of email: Students who choose to have their email forwarded to a private (unofficial) email address outside the official SIPI email address (@mail.sipi.edu) do so at their own risk. SIPI is not responsible for any difficulties that may occur with privacy or security, in the proper or timely transmission, or in accessing email forwarded to any unofficial email address. Such problems will not absolve students of their responsibility to know and comply with the content of official communications sent to students' official SIPI email addresses.

5. Email System outages: Students will not be held responsible for a substantial interruption in their ability to access a message if system malfunctions or other system-related problems prevent timely delivery of, or access to, that message (e.g. power outages or email system viruses). Students should check their email frequently to prevent problems that may be caused by a brief system failure.

6. Monitoring: All email activity will be monitored and/or audited periodically by the Information Technology staff based on SIPI needs. All activity to and from the Internet is logged and monitored by the Bureau of Indian Education and SIPI

ACKNOWLEDGEMENT OF POLICIES

Each individual upon signature for authorization to utilize SIPI Student Email shall be required to sign receipt of the following statement:

“I hereby certify that I have received a copy of the Southwestern Indian Polytechnic Institute Student Email Policy, and agree to the terms and conditions stated. I understand that any violation of the terms of these policies may result in suspension or termination of my access, privileges and disciplinary action in accordance with the appropriate guideline for the user. I further understand that the improper usage of the SIPI student email system may result in disciplinary action. In the event that my conduct utilizing the SIPI student email access causes civil liability or monetary loss, I acknowledge that I may be required to indemnify the Southwestern Indian Polytechnic Institute”.

(Please Print)

Student Name

Date

Signature

Personal email address

Account Setup Date

SIPI Information Technology Staff

User Logon Name