

**THREE RIVERS COLLEGE  
INFORMATION TECHNOLOGY POLICY**

Section: 8000 Information Technology	
Sub Section: 8200 Data Governance	
Title: ITP 8202 Electronic Communication	Page 1 of 2
Associated Regulation: ITR 8100 Acceptable Use	
Associated Policies: ITP 8201 Data Security; ITP 8100 Acceptable Use	
References: College Identity Standards	
Supersedes: NA	
Responsible Administrator: Chief Technology Officer	
Initial Approval: 06-21-2017	Last Revision:

Three Rivers College electronic communications such as email is the property of the College. The purpose of this Electronic Communications Policy is to establish a foundation for the controls necessary to safeguard the integrity of said College property. Three Rivers College official electronic communications such as email and text messages must go through College controlled systems. The official means of email communication is the College email systems; therefore, all faculty, staff, and students must use their College email account(s) unless law, contract, or other college policy prohibits email or requires another form of communication. Exceptions to this rule must receive approval from the Computer Services Department.

All College-owned electronic computing and networking resources, such as Blackboard, myTRCC, and email, must be used instead of 3<sup>rd</sup> party resources. Therefore, Three Rivers College students, faculty, and staff are expected to use their college email accounts for College business purposes. College email and all forms of electronic communication are subject to monitoring and archiving.

The College sends electronic communications to faculty, staff, and students by email to their college email address. It is expected that the email will be received and read by the recipient within a reasonable amount of time, as email communications may be time-sensitive; however, email should not be considered or used as the only means of College emergency communications.

College-owned electronic communications in the form of email must comply with the College's policy and regulation ITP and ITR 8100 Acceptable Use and policy ITP 8201 Data Security, as well as College Identity Standards. This Electronic Communications Policy applies to anyone with authorized access to electronic communications owned by the College. Failure to comply with this and any related College policy or regulation may result in loss of data access privileges and possible disciplinary action.

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**DOCUMENT HISTORY:**

**06-21-2017:** Initial approval of policy ITP 8202 Electronic Communication.