	Responsible Office or Department:	Information Technology
	Effective Date:	5/12/2025
Student Email Policy		

PURPOSE:

Niagara University ("NU") assigns each student an email account. The email account serves as a primary method of communication between students and NU. Use of the email account and associated features or apps provides a higher level of security and assurance of sender identity over correspondence through third party providers. This policy sets the requirements for official communication with students and students' responsibilities for the information sent through official university channels.

SCOPE:

This policy applies to all students who have been issued a school email account. It covers all activities conducted using the email system, including sending, receiving, and storing emails, as well as any communications made through the institution's email infrastructure.

TERMS AND DEFINITIONS:

Official communications are any communications related to matters concerning student, and interaction with NU including but not limited to faculty, staff and students.

MAIN PROVISIONS:

Eligibility

All enrolled students receive a school-issued email account, which remains active while they are enrolled. The account will be deactivated two terms after graduation, withdrawal, or dismissal from the institution. Students will also have access to any associated features or applications linked to their email account while enrolled.

Student Expectations

Students are required to use their email accounts responsibly and in compliance with school policies. NU uses electronic communication as an official means of communication with students. As such, NU will send communication to student email individually and through mailing lists generated. Student are expected to check their email regularly and comply with the Acceptable Use Policy. All emails are password-protected and require multifactor authentication when first logging in from a new device.

Acceptable Use

- Communicating with faculty, staff, and peers for educational purposes.
- Receiving official school communications.
- Submitting assignments and academic work as required by instructors.
- Accessing educational resources and materials.

Prohibited Use

Students are prohibited from using their email accounts for:

- Sending or sharing offensive, abusive, or inappropriate content.
- Distribute copyrighted or trademarked material without permission.
- Engaging in harassment, bullying, or discrimination.
- Conducting personal business or commercial activities.
- Registering for online services, accounts, or subscriptions not related to university business.
- Sending spam, phishing emails, unsolicited bulk emails, emails containing viruses, chain letters or other forms of electronic fraud.
- Sharing login credentials or unauthorized access to accounts.
- Violating any local, state, or federal laws including the Family Educational Rights and Privacy Act (FERPA).

Privacy and Monitoring

Student email accounts are the property of the institution. While the university makes reasonable efforts to protect user privacy, it reserves the right to monitor and review email communications as necessary to ensure compliance with institutional policies, legal requirements, or investigative needs (e.g. warrants). Any misuse of the email system may result in disciplinary action.

Security and Maintenance

Students are responsible for safeguarding their login credentials and must

- Use a strong and unique password that is not the same as any other password you have used.

- Change password immediately if password becomes compromised

- Update password when prompted or as required by the university.

- Set up and use multi-factor authentication when logging in.

- Never share login details with anyone.

- Report any suspicious activity or security concerns to the IT department immediately at itsupport@niagara.edu.

Deactivate Student Email Accounts

Student email accounts will be deactivated two terms after a student is no longer enrolled at the university (e.g., due to graduation, withdrawal, or dismissal). Additionally, students who are not actively registered for two consecutive semesters will be considered inactive, and their email accounts will be deactivation. Once an account is deactivated, access to any associated features or applications (such as cloud storage, document sharing, and collaboration tools) will also be revoked.

Students are responsible for transferring any important information before deactivation. Once an email account is purged, it cannot be restored unless the student re-enrolls at NU.

<u>**PROCEDURES:**</u>

Consequences of Misuse

Violations of this policy may result in the following actions, depending on the severity of the offense:

- **Warnings or Account Suspension** – Minor infractions may result in a formal warning or temporary suspension of account access. Continued misuse may lead to prolonged restrictions.
- **Disciplinary Action** – Serious or repeated violations will be addressed in accordance with the **Student Code of Conduct**, which may include probation, loss of privileges, or other university-imposed sanctions.
- **Permanent Account Deactivation** – In cases of severe or repeated violations, the university reserves the right to permanently deactivate the student's email account and revoke access to associated services.
- **Legal Consequences** – Misuse that involves cyber threats, harassment, data breaches, or any activity that violates local, state, or federal laws may result in legal action, including fines or criminal prosecution.
- **Financial Liability** – If misuse leads to damages, security breaches, or financial losses for the university or other parties, the student may be held financially responsible for reparations.

Students are expected to adhere to all university policies and responsible use guidelines. Any concerns or suspected violations should be reported to the IT department at itsupport@niagara.edu or appropriate university office.

<u>**ADDITIONAL INFORMATION:**</u>

Policy Review

This policy is subject to periodic review and updates. Students are encouraged to stay informed of any changes and comply with the latest guidelines.

Questions or Problems

For assistance, visit the Student Help Desk for assistance or submit a service request to itsupport@niagara.edu.

<u>POLICY HISTORY:</u>

- <u>Originated</u>: Replacing Guidelines in Student Handbook

- <u>Current Effective Date</u>: 5/12/2025

- <u>Next Review Date</u>: **05/12/028**

- <u>Revision/Renewal Log</u>:

    Revised 5/12/2025