



Information Technology Policy University Policy on Electronic Student Communications

Central Connecticut State University relies upon the use of electronic messaging systems to provide official University communications to its students. Electronic communications allow the University to provide more timely information to the campus community, while reducing administrative costs. As with traditional postal mail messages, the University expects any electronic messages sent to be received and read by the student in a timely manner. Each student is responsible for reviewing their designated e-mail account frequently to receive official University correspondence.

The University Information Technology Services Department provides active students with their own My.CCSU e-mail accounts remotely hosted by Microsoft 365. The e-mail address chosen by the student will be considered by the University to be the student's e-mail address for the purpose of receiving official University electronic communications. When using the Microsoft 365 service, students are bound by the [CSUS Electronic Communication](#) Policy.

It shall be the responsibility of the student for ensuring their e-mail account is properly maintained to receive University e-mail messages. This includes adequate mail quota, anti-spam filters and account activations. As with the postal mail service, the University assumes no responsibility for any messages not received or read by the student. Students are advised to be aware of all relevant University policies and schedules, including those used for registration, billing, health services, etc.

Electronic communications are not considered a secure mechanism for transmitting confidential and/or private information. Students are advised to exercise caution when using electronic communications to discuss such information. Students retain access to the University-issued Microsoft 365 account for a period of 4 years after graduation or last course completed at the University. After such period, the Microsoft 365 account will be deactivated.

Electronic communications, as with all University documents, are subject to the provisions of the Freedom of Information Act.

Approved by University Executive Committee on March 22, 2005

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