

Minnesota State University, Mankato University Policy	
Policy Name: Campus Communication and Mass Email	Effective Date of Last Review: New Policy
Custodian of Policy: Vice President for IT Solutions	Date of Last Review: New Policy
Date of Adoption: August 1, 2017	Date of Next Review: September 2023

POLICY

This policy establishes email as the official channel of communication at Minnesota State University, Mankato for communications that do not require physical delivery of a document. Individuals wishing to send mass emails or messages to the <All> Staff, <All> Students, or <All> Current Students distribution groups must have authorization. Mass unsolicited email sent to or from non-University entities or individuals must comply with the federal CAN-SPAM Act.

This policy applies to any person or entity sending mass email through Minnesota State Mankato email systems on behalf of the University. Nothing in this policy shall be interpreted to expand, diminish or alter academic freedom, articulated under Minnesota State Board Policy, Minnesota State Mankato Policy, collective bargaining agreements, or the terms of any charter establishing a system library as a community or public library.

Communication via Text Messaging must follow the University's [Text Messaging policy](#).

RATIONALE

Email must be used and managed responsibly in order to ensure faculty, staff and students are able to give appropriate attention to these essential communications. Use of University email systems are governed by Minnesota Government Data Practices Act (MGDPA), Federal Education Rights and Privacy Act (FERPA), and Minnesota State Policy 5.22 Acceptable Use of Computers and Information Technology Resources.

Policy:		
Formal Review Process	Date Submitted	Date Reviewed
✓ Vice President's Recommendation		Date
✓ President's Approval		Date