

Email Standards

Use of Email

West Liberty University provides electronic mail services to currently enrolled students, faculty, staff, and other affiliated individuals of the University. Users are encouraged to make extensive use of e-mail to communicate with others.

Priority should be on University related matters.

Expectations

All University email users are expected to use e-mail services responsibly. They should comply with applicable local, state, and federal laws, and other University standards. If there is reason to believe that an individual's account is being used in a violation of law or University Standards, or if an account is used in a way that threatens to disrupt service to others, IT Services may restrict or suspend that account until we are reasonably assured that the illegal or disruptive use of the account will cease.

Privacy

West Liberty University will make reasonable efforts to ensure the privacy of your e-mail. WLU partners with Google Apps for Education to provide mail services. WLU IT Services has domain administration over these accounts. Although we do not make it a practice, but do have the ability as domain administrators to:

- View statistics regarding your account, such as information concerning your last login or data storage usage;
- Change your account password, suspend or terminate your account access and your ability to modify your account;

- Access or retain information stored as part of your account, including your email, contacts and other information; and,
- Receive account information in order to satisfy applicable law, regulation, legal process or enforceable governmental request.

Also, since WLU is partnered with Google Apps for Education, Google's privacy policies are implemented.

Authenticity of E-mail

There is no guarantee that electronic mail is authentic, therefore, it is important to be somewhat skeptical of the "From:" addresses that appear in messages. On-campus as well as Off-campus messages can easily be "spoofed". Anyone who has doubts about the identity of the sender should contact the supposed sender by some other means than e-mail. WLU will never ask a user for their account credentials.

Forwarding of E-mail

Account holders are able to forward their email to another email account, but it is done so at the account holders own risk. WLU is not responsible for problems in the handling and security of email forwarded to outside parties.