VCSU Procedures (in addition to NDUS Procedures immediately above):

3.1.3.v Appropriate use of electronic messaging systems at VCSU
Sending an unauthorized message to a large group of users is prohibited. Students or recognized student organizations may request authorization to send electronic messages to groups of faculty, staff and/or students by contacting the Vice President for Student Affairs.

3.4.v Connecting computer or network devices to the VCSU network
All computers and network devices must be registered with and approved by the VCSU Information Technology Security Officer, prior to being connected to the VCSU network. The IT Security Officer has discretion to immediately remove a device from the network, if necessary to maintain the integrity, security or functionality of other systems or data. VCSU does not assume any liability for damages to devices connected to the network, even in cases where connection to the network caused the damage.

3.5.5.v Storage and backup of institutional data
Data having value beyond the person that created it or data critical to the mission of the Institution shall be located, or backed up, on centralized servers maintained by ITC, unless otherwise authorized by the VCSU Chief Information Officer.

3.8.v Authorized use for registered students and specially designated VCSU affiliates
Registered students, Regional Technology Center Tenants, and organizations housed on the VCSU campus that pay fees to cover the cost of network services or computers are authorized to use the network services and computers for personal use, private business or compensated employment, provided such use does not impede the computer or network from performing intended, institutional purposes, and such use complies with all other polices set forth in this document and all state and federal laws.

3.2.1.v VCSU email is an official means of communication
Recognizing the importance of timely, efficient, and consistent communication with students and employees, Valley City State University (VCSU) declares electronic mail or "email" as an official means of communication. Each student and employee is responsible for information conveyed via an official email account assigned by VCSU, hereafter referred to as VCSU Email. Examples of information conveyed via VCSU Email include the following: policies/procedure changes, deadlines, event announcements, emergency notices, course schedule changes, and general course announcements. VCSU Email accounts shall use the "vcsu.edu" domain, e.g. firstname.lastname@vcsu.edu. Employees shall use the actual VCSU Email account. If a student chooses to forward email from the VCSU Email account to another account, he or she accepts full responsibility for the consequences of lost or corrupted email messages and attachments.

3.2.2.v VCSU calendar is the official calendar for employees
Recognizing the importance of scheduling efficiency and personal availability to students, Valley City State University (VCSU) declares electronic calendar as the official means of communicating employee work schedules. Each employee is responsible for posting events within his or her personal Microsoft Outlook calendar account assigned by VCSU. Furthermore, each employee shall grant his or her direct supervisor with read access to general, work related events. A meeting organizer shall assume an employee is available during regular VCSU administrative office hours, if indicated by his or her calendar.

[Calendar etiquette includes the following: 1) Schedule meetings using the Outlook meeting invitation and send the invitations several days or weeks in advance, when possible. 2) Accept or decline meeting invitations, as soon as a decision is possible. 3) Calendars indicate “plausible” times to meet with an employee. Do NOT assume an employee is available without an appointment, just because of what his or her calendar indicates. Meetings and tasks scheduled within hours will not likely be posted on an employee calendar. Events scheduled a day or two in advance may not always be posted.]