

Central Virginia Community College Policies
II - General Administrative Policies
Email Account Information and Expectations of Use



Policy #:	CVCC0021
Effective:	__/__/__
Last Reviewed/Revised:	09/16/2022
Responsible Dept.:	Information Technology
Other Policy References:	NA

Every full-time and part-time faculty and staff member, employee, is given two email accounts. One account ends with @centralvirginia.edu. This is the employee's CVCC email account and employees are required to use this email account for all official CVCC business including communication with students and CVCC employees. The other account ends with @email.vccs.edu. This is referred to as the employee's Gmail account. Unlike employees, students are only provided a Gmail account. Faculty and staff are provided a Gmail account for the opportunity to understand the email interface used by our students. Gmail provides access to Google Docs. To comply with **Family Educational Rights and Privacy Act** (FERPA) any email communication between employees and students regarding grades must utilize the employee's CVCC email account and the student's VCCS Gmail account.

Email is an essential communication medium for both consumption and delivery of information.

- Employees are required to access their CVCC email at a frequency that enables them to consume and respond as necessary to information provided via email.
- If an employee has concerns about the content of an email, he/she should bring his/her concern to the Vice President responsible for the division/department of the person who sent the message. The Vice President will decide upon the appropriateness of the message and take appropriate action.

Having two employee email accounts can be difficult and confusing to manage. To minimize confusion, we recommend employees configure their employee Gmail account to [forward all emails](#) to the employee's CVCC email account. If an employee uses Outlook and/or Outlook Web Access to access his/her CVCC email, these programs can be configured to move email sent to the employee's Gmail account to a dedicated folder.

Both the CVCC email and Gmail accounts can be accessed via an email client (e.g. Microsoft Outlook), a web browser (e.g. Firefox), and a mobile device (e.g. iPhone). Employees wishing to configure their mobile devices to receive CVCC email may need assistance from the IT Helpdesk.

¹ [Family Educational Rights and Privacy Act](#) (FERPA), 20 U.S.C. § 1232g; as reflected in 34 CFR Part 99, is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education