

April 2005

### Communication Regulations, Undergraduate Studies – Instructions for Students

Electronic communication is an official means of communication within Undergraduate Studies at the Technion.

Any use of the Technion's computers and communication network is subject to the Computer Center's usage policies and those of relevant authorized parties, which are published separately.

Mandatory instructions for all Undergraduate Studies students are as follows:

- A. Each Undergraduate Studies student must set up their computer account on the student computer (T2) prior to the start of their studies, regularly check their email inbox (to prevent blockage due to an accumulation of messages), and read their emails often, at least once every three days.
- B. An email sent to the student's account on the student computer is legally equivalent to a letter sent to their residential address.
- C. A document on the Technion's website that the student has been referred to, whether by email or by a physical letter, is legally equivalent to a letter sent to their residential address.
- D. Information conveyed to a student via email will be considered as received within three days from the date of sending. This provision will be in effect starting one week before the start of the student's studies in each semester and until the end of the final exam period.

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## Communication Regulations, Undergraduate Studies

### Procedures for Electronic Communication in Undergraduate Studies – For Academic Staff and Administrative Staff

#### Introduction:

The following regulations are adapted to the technology used at the Technion, and will be continuously updated with the development of new technological capabilities. Electronic communication serves as the official means of communication with undergraduate students at the Technion. The guiding principle is that regulations governing usage, privacy and confidentiality, documentation, and document retention shall meet the same standards as those of regular mail. Electronic communication should not be used as a substitute for registered mail, unless explicitly approved by the Dean of Undergraduate Studies.

Any use of the Technion computers and communication network is subject to the usage regulations of the Computer Center, and the relevant authorized entities.

#### 1. Electronic Mail (E-mail) and Internet Documents

- A. Regular email is susceptible to eavesdropping. Therefore, information that would not be sent via regular mail should not be sent via email unless recipients have provided explicit consent.
- B. Each Undergraduate Studies student must set up their computer account on the student computer (T2) prior to the start of their studies, regularly check their email inbox (to prevent blockage due to an accumulation of messages), and read emails frequently.
- C. An email sent to the student's account on the student computer is legally equivalent to a letter sent to their residential address.
- D. A document on the Technion's website that the student has been referred to, whether by email or by a physical letter, is legally equivalent to a letter sent to their residential address.
- E. Information conveyed to a student, as per Sections 1C and 1D, will be considered received within three days from the date of sending. This provision will be in effect starting one week before the start of the student's studies in each semester and until the end of the final exam period.
- F. Personal or sensitive information should not be transmitted to students via email. Email is not a substitute for registered mail or hand delivery.
- G. Information displayed on the website is subject to privacy and confidentiality restrictions, similar to written information. Its display on the Technion website must adhere to security, protection, and documentation standards at a level equivalent to that of similar written documents.

For example, grades will be available on the Technion website only if they are presented in a format similar to bulletin boards, namely, excluding students' names and stored in a way that prevents them from being downloaded as data files. Access to more personal information – such as grades on the Undergraduate Studies website that are displayed with the students' names – demands privacy protection, at a level commensurate with the sensitivity of the information (e.g., through the use of a password). Sending such information via email is subject to approved data security, unless otherwise explicitly agreed upon with those to whom the information pertains.

#### 2. Permission for Distribution of Email Addresses

A. Email addresses of groups of students shall not be shared without their consent or the approval of the Dean of Undergraduate Studies. Under no circumstances, shall such lists be provided to non-Technion entities, except with the explicit consent of all the students in question or with the approval of the Technion administration. If necessary, the Dean of Undergraduate Studies may authorize the distribution of emails by an external entity through Technion channels, but without disclosing the list of email addresses.

B. Instructions of the Dean of Undergraduate Studies for the Distribution of Email

1. Information that would not be sent by regular mail should not be sent via email, unless the recipients have provided explicit consent.
2. The dean of an academic unit is authorized to approve the distribution of email to all, or a portion of, the students registered in the unit, as well as to students registered for courses offered by the unit, regarding matters related to those courses, in accordance with the general guidelines of the Dean of Undergraduate Studies.
3. The dean of an academic unit is authorized to establish a unit website, to which students will be directed, as specified in Section 1D above, and where information for them will be stored, subject to the limitations noted in Sections 1F and 1G above.
4. Notwithstanding the above, the instructor responsible for the course/subject is authorized to approve the sending of a message or study materials related to course matters via email to all students enrolled in the course or to some of them. In addition, the instructor may direct students to the unit's website or to the course website, subject to the same restrictions.

H. Any distribution of email to a group of undergraduate students, outside of the framework of the general guidelines of the Dean of Undergraduate Studies, requires their prior consent or prior approval from the Dean of Undergraduate Studies.

I. Despite these limitations, a course instructor may invite (but not obligate) students in the course that they are teaching to authorize electronic communication in any form, subject to the privacy and confidentiality limitations.

3. Authorizations and General Guidelines

A. The Computer Center and other authorized entities, with the approval of the Dean of Undergraduate Studies, are authorized to send emails to all students or to specific groups of them, for administrative purposes and for the operation and protection of Technion computers.

B. The Dean of Students, the head of the Unit for the Advancement of Students, and the Technion administrative bodies, are authorized to send messages to groups of students. This authorization is limited to messages intended to replace messages sent by regular mail and pertaining to matters relevant to the particular office.

C. The Students Instructions document, which includes all the mandatory instructions for students will be published separately.