

**RYERSON UNIVERSITY**  
**POLICY OF SENATE**

**ESTABLISHMENT AND USE OF RYERSON STUDENT E-MAIL ACCOUNTS FOR  
OFFICIAL UNIVERSITY COMMUNICATION**

Policy Number:	157
Approval Date:	April 1, 2008 (previously approved February 2003)
Revised Date:	December 7, 2010
Responsible Offices:	Provost and Vice President Academic; Vice President, Administration & Finance; Vice Provost Students
Effective Date:	Fall, 2011
Review Date:	Fall, 2015 or sooner

**I. STUDENT EMAIL OBLIGATIONS:** All students in full and part-time graduate and undergraduate degree programs and all continuing education students are required to activate and maintain their Ryerson online identity in order to regularly access Ryerson's E-mail (Rmail), RAMSS, my.ryerson.ca portal and learning system, and other systems by which they will receive official University communications.

Students are required to monitor and retrieve messages and information issued to them by the University via Ryerson online systems on a frequent and consistent basis. Students have the responsibility to recognize that certain communications may be time-critical. Students may forward their Ryerson E-mail account to another electronic mail service provider address but remain responsible for ensuring that all University electronic message communication sent to their official Ryerson E-mail account is received and read.

Procedures for student activation and use, as well as the Ryerson Student Computing Guidelines, shall be available on the Ryerson University website.

Students may communicate with Ryerson and Ryerson faculty, instructors, teaching and graduate assistants and staff in a variety of ways: in-person; telephone; letters (either hand-delivered, by regular Canada Post, courier or registered mail) or electronically. Ryerson requires that any electronic communications by students to Ryerson faculty or staff be sent from their official Ryerson E-mail account.

## **II. USE OF RYERSON STUDENT EMAIL ACCOUNTS:**

1. Ryerson student email accounts may be used for, but are not limited to, the following: course related communication; communication regarding Ryerson administrative or academic policies, procedures and/or deadlines; information on scholarly events and opportunities; professional development; and promotion of Ryerson events.
2. Ryerson student email may be used for institutional surveys approved by the University Planning Office and surveys and research recruitment approved by the Research Ethics Board (REB), where appropriate as per Senate Policy 51: Ethics Review of Research Involving Human Subjects. Other surveys, questionnaires, etc, require approval of the list owner as below.
3. Ownership of Ryerson student email lists: The following may authorize use of Ryerson student email for the indicated groups. The list owner may send an email on behalf of the requestor, but may not give the email list to the requestor.
  - a. Provost and Vice President Academic, the Vice President, Administration and Finance, or the Vice Provost Students - all students.
  - b. Dean of a Faculty, G. Raymond Chang School of Continuing Education, or Yeates School of Graduate Studies – students in that Faculty or School.
  - c. Department/School - Chair/Director – students in that department or school.
  - d. Instructors – students in a class that they teach (for course related communication only).