

Bemidji State University Policies

Policy Name: Administrative Texting Policy	Effective Date: 11/19/2012
Policy Owner: Provost and VPASA	Last Review: 5/1/17
	Next Review: 9/1/19

Policy Statement

It is the policy of Bemidji State University that administrative messages sent using text messaging from the university to university students shall only be done with the permission of the university student. Students must opt-in to the text messaging feature to allow the university to use their cellular phone numbers stored in the Integrated Student Record System. It shall be the responsibility of each student to monitor the text messages received from the University.

Scope and Purpose of Policy

This policy pertains to administrative university services messages and emergency messages for individual students originated from the MnSCU Integrated Student Record System (ISRS) Communication module by authorized university user of the module.

Definitions

Text Messaging or Texting is the process of sending written messages using a mobile device, most often a cellular phone.

Procedures

Texting may/will be used by the offices of Business Services, Financial Aid, Admissions, the Center for Extended Learning, and Records when appropriate to communicate with students. Examples of appropriate use are: to send a notice to check student email accounts, to inform that the student needs to contact a University office or one of its members, to send an emergency message of a personal nature to individual students etc.

Rationale

The rationale of this policy is to enable approved offices to facilitate communication with a student in a more expedient and timely manner.

Supporting References

There are no supporting references.