

# POLICIES

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## UNIVERSITY HOUSING EMAIL ACCOUNTS

Some student positions may be assigned University Housing email accounts. This is done to facilitate communication within the division or on campus.

In general, University Housing email accounts are for business use only and should be used appropriately at all times. All housing.wisc.edu email accounts are considered public records and are not confidential; students should have no expectation of privacy when sending or receiving emails from their work account. Personal correspondence is not permitted. For hourly student employees, the checking of and responding to emails during off hours is prohibited. Each work area/unit will establish and provide the student employee with additional, specific guidelines on usage.

At the time of orientation to the email system, all student staff will be required to acknowledge the receipt of University Housings [guidelines and policies](#) regarding email usage. If employees have additional questions on the email account usage, they should contact their supervisor.