

**Policy on Text Message Communication****Policy 2.44**

Carl Sandburg College utilizes text messages to communicate with students who have provided their phone numbers to the College. Text messages, as well as the opt-out and opt-in process, are managed by individual departments.

Text messages will provide an opt-out procedure. Students who opt-out of departmental text messages shall be immediately removed from the requested department's text messaging campaigns. Students may not opt-out of crisis and emergency notifications when health and safety is a concern, or when there are significant disruptions to College operations.

All use of text messaging will be consistent with other Sandburg policies and local, state, and federal laws including, but not limited to, the Family Educational Rights and Privacy Act of 1974 (FERPA).