



MICROSOFT OFFICE 365 and DLSAU Official E-Mail FAIR USE POLICIES

Document Change Status:		
Version No.	Date	Summary of Change
Version 1.0	January 4, 2015	

The fair use of the De La Salle Araneta University (DLSAU) Official e-Mail and the Microsoft Office 365, is permitted and encouraged where such use supports the Vision and Mission of the institution.

1. Owner.

Information Technology Center (ITC) is responsible for monitoring the users of Microsoft Office 365, maintaining connections and network security including the use of the Official DLSAU e-Mail.

2. Scope.

The policy applies to all Lasallian Partners and students which covers the use of DLSAU Official e-mail account and Microsoft Office 365. It is not intended to be applied in the use of other email accounts (yahoo, hotmail, gmail, etc.).

3. Office 365.

An application software of Microsoft® used as the official university e-mail and messaging tool that has chat, video conference, and other tools incorporated in it. It also has OneDrive, used as the official cloud storage of the institution.

4. User.

- *User* pertains to a DLSAU Student/Lasallian Partner, who may be granted a user account as approved by the Information Technology Center.
- The user is responsible for keeping a copy of his/her files and e-mails.

5. User Accounts

- The *user account* is used to access Office 365 services as well as the university e-mail. The user account shall be created within one (1) day upon request.
- The university maintains ownership of the user accounts, files, e-mails, and portal. Due privacy will be granted to the User.
- Lasallian Partners enrolled with the University will retain their employee's user account and no need for a new student user account.

6. Password Policies

- The user must change the account's password within eight (8) hours after it has been activated.
- The user must observe the password complexity policy and keep the password confidential.
- The password complexity policy is as follows:
 - Be at least eight (8) characters long but preferably more than 14 characters.
 - Not contain part of the user's name and/or full name and the account name.
 - Satisfy at least three (3) of the following conditions based on the given table:
 - Contains a capital letter on the First Character
 - Contains a lowercase letter
 - Contains a numeric character
 - Contains a special character

Descriptive Examples.

- Letters (uppercase and lowercase): A, B, C, ... a, b, c, ...
- Numerals: 0, 1, 2, 3, 4, 5, 6, 7, 8, 9
- Symbols: ` ~ ! @ # \$ % ^ & * () _ + - = { } | [] \ : " ; ' < > ? , . /

7. Creation of Student User Account

- The user account is created upon the enrollment of the student
- The user name format is written in the following manner :
firstname.lastname@dlsau.edu.ph

8. Modification of User Account

- A user account may be changed or modified for the following reasons:
 - Change of name
 - Assigned user name needs to be corrected.
 - Transfer from one office to another. This needs the approval of new department/unit head.

9. Disabling/Deletion of Accounts

- A user account may be disabled for the following reasons:
 - Request by administration thru an email to itc.helpdesk@dlsau.edu.ph
 - 90 calendar days of inactivity
 - Improper use of ITC facilities by the user based on the Acceptable Use Policy

Disabling of User Account

- A newly created user account that has not been accessed within fourteen (14) days after its activation is disabled.
- A faculty member not teaching anymore for three (3) consecutive trimesters will be disabled.
- A faculty member on sabbatical or professional leave will have his/her user account disabled—but may request e-mail forwarding services for one entire year, at most.

Termination of User Account

- An office account is terminated upon request by Administration thru an email to itc.helpdesk@dlsau.edu.ph.
- The department/unit head will be responsible for proper turnover of files and e-mails, as needed.

- The user will be responsible for making a copy of his/her files and e-mails.

User Type	Condition	E-mail Account Expiration	E-mail Account Permanent Deletion	Notification Schedule
Student	Graduated, Transferred, Ineligible	Two months after date of graduation, ineligibility, or filing for transfer credentials	Two weeks after start of succeeding term	E-mail notice during week 1 of every term
Full-time faculty member	Resigned, Retired, End of contract	Two months after effectivity of resignation date, retirement date, or end of contracts	Two weeks after start of succeeding term	E-mail notice during week 1 of every term
Part-time faculty member	End of contract	Two months after effectivity of resignation date, retirement date, or end of contract	Two weeks after start of succeeding term	E-mail notice during week 1 of every term
Administrative Service Personnel	End of contract	Two months after effectivity of resignation date, retirement date, or end of contract	Two weeks after start of succeeding term	E-mail notice during week 1 of every term
Co-Academic Personnel	End of contract	Two months after effectivity of resignation date, retirement date, or end of contract	Two weeks after start of succeeding term	E-mail notice during week 1 of every term

Remarks for User Type:

**Student: The summer term is not counted as a succeeding term (i.e., If a student graduates on the 3rd term, the succeeding term is the 1st term)*

10. E-mail Service

- The user is given access to e-mail and collaboration services using MS Outlook Client and Outlook Web Access (OWA).
- One (1) e-Mail user account per person only, Multiple Account is not allowed.
- The user should ensure that the files to be sent are free from malware (e.g., virus, worms, et al).
- The user is responsible for the proper use of the e-mail account(s) assigned to him/her.
- The ITC is responsible in securing the security and integrity of all messages and collaboration data stored in this manner however, the university is not liable in any security breach in connection with the integrity of or errors in the Communication, malware, data corruption, interference or delay arising from or in respect of the Communication.

- The university maintains ownership of the e-mails. However, due privacy will be granted to the user.
- All data that is composed, transmitted and/or received by DLSAU's computer systems is considered to belong to DLSAU and is recognized as part of its official data to the extent that applicable laws relating to intellectual property do not supersede such rights.
- DLSAU reserves the right to monitor Internet traffic, electronic mail messages (including personal/private/web-based/instant messaging systems) and their content, as well as any and all use by personnel of the Internet and of computer equipment used to create, view, or access e-mail and Internet content.
- No personnel, however, may access another personnel's computer, computer files, or electronic mail messages without prior authorization of the user and/or the ITC Team. It is a violation of DLSAU policy for any personnel, including system administrators and Unit Heads, to access electronic mail and computer systems files to satisfy curiosity about the affairs of others, unless such access is directly related to the personnel's duties.

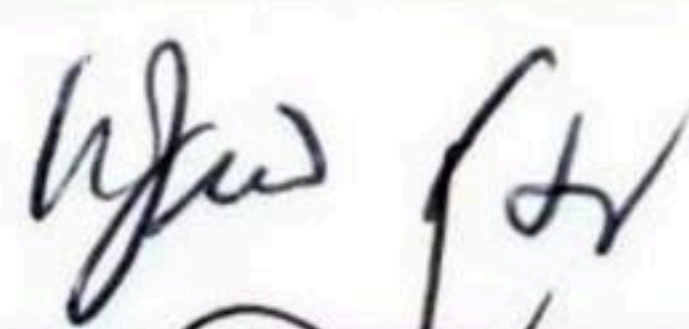
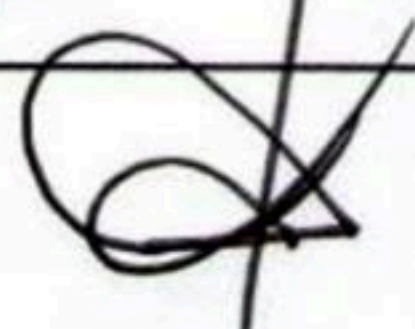
11. Non-Compliance

Violations shall be subjected to corrective action and application of sanctions in accordance with Faculty/Staff/Administrators/Student Manual. ITC reserves the right to suspend or terminate email accounts in case of repetition of violation. For the protection of the University and propriety of the information transmitted through the official DLSAU e-Mail account, the following "Disclaimer and Confidentiality" clause shall automatically appear as footer to each and every sent email message

DISCLAIMER AND NOTICE OF CONFIDENTIALITY

This e-mail and any attachments to it (the "Communication") are, unless otherwise stated, confidential, may contain copyrighted material and is for the use only of the intended recipient. If you receive the Communication in error, please notify the sender immediately by return e-mail, delete the Communication and the return e-mail, and do not read, copy, re-transmit or otherwise deal with it. Any views expressed in the Communication are those of the individual sender only, unless expressly stated to be those of De La Salle Araneta University (DLSAU) or any of its related entities do not accept liability in connection with the integrity of or errors in the Communication, malware, data corruption, interference or delay arising from or in respect of the Communication.

NOTE: This policy can be amended/ modified/ withdrawn at any point in time without any notice, at the discretion of the management, duly authorized by the Administrative Services Director and approved by the President, De La Salle Philippines. *This policy will be effective in its entirety from 04 January 2016 and will supersede all previous circulars/communication in this regard.*

	DESIGNATION	NAME	SIGNATURE
Approved by	President, De La Salle Araneta University	Br. Narciso S. Erguiza Jr., FSC	
	Head, Information Technology De La Salle Araneta University	Dr. Alex P. Pasion, MIT	 12/14/15