

# Hope International University

## Student E-mail System – Terms of Use

Rev 12/8/2006

### Introduction

The following terms and conditions govern your use of the student e-mail system (the “Service”). You must read and agree to these terms and conditions before accessing your account. By using your account, you are agreeing to comply with these terms and conditions. Note that these Terms and Conditions are subject to change. You will be notified via e-mail of any changes.

### Our Commitment to You

We know all too well the frustration of being inundated with unwanted and unsolicited e-mail. Our desire as a University is to avoid adding to the problem. Therefore, we have adopted a policy that University will not disseminate information or material to you via e-mail that is not related to your interests or the interests of the HIU community. To regulate the quantity and content of emails that are distributed *en masse*, we limit who can send e-mail to mass distribution lists, and work to consolidate various announcements into regularly scheduled newsletter-type e-mails.

We also provide a commercial SPAM filter on your account. While no SPAM filter is 100% effective -- and you should follow best practices to avoid ending up on SPAM lists -- the filter will help reduce the amount of SPAM you receive from the Internet. Please see your account documentation for a complete description this SPAM filter.

### Official Use

Current students: Your *Hope* e-mail account is considered an official means of communication between the University and you, and you are required to use this account for all e-mail communications between yourself and the University.

### Personal Use

Your *Hope* e-mail account is provided for your private, personal use only. You agree to be responsible for maintaining the confidentiality of your login credentials. You agree not allow anyone else to access your account as you are responsible for all activity that occurs under your login credentials. You must immediately notify *Hope's* Information Systems Department if you suspect any breach of your login credentials.

### Proper Use

You agree that you are responsible for your own communications. You also acknowledge that, because you are using *Hope's* e-mail system and Internet domain name (hiu.edu) to send e-mail, the University has an interest how communications sent through our systems reflect upon our institution and our values.

### Prohibited Actions

You may not use your *Hope* e-mail account for any of the following purposes:

- Use your *Hope* e-mail account in conjunction with any commercial enterprise.
- Generate or facilitate bulk unsolicited email ("spam"). Such activity includes, but is not limited to:
  - sending unsolicited emails to significant numbers of email addresses belonging to individuals and/or entities with whom you have no preexisting relationship
  - sending emails to users who have requested to be removed from your mailing list(s)
- Send, upload, distribute or disseminate or offer to do the same with respect to any unlawful, defamatory, harassing, abusive, fraudulent, infringing, obscene, or otherwise objectionable content
- Intentionally distribute viruses, worms, defects, Trojan horses, corrupted files, hoaxes, or any other items of a destructive or deceptive nature

- Impersonate another person (via the use of an email address or otherwise) or otherwise misrepresent yourself or the source of any email
- Illegally transmit another's intellectual property or other proprietary information without such owner's or licensor's permission
- Sell, trade, or otherwise transfer your *Hope* e-mail account
- Use your *Hope* e-mail account in connection with illegal peer-to-peer file sharing
- Abuse system resources or interfere with another user's access to or enjoyment of the e-mail system or other HIU technological resources.

Violations may result in account termination, restriction, and/or disciplinary actions in accordance with University policy and governing law.

### **Privacy**

The University respects your privacy. Under normal circumstances, no person will monitor or read the contents of your e-mail except as required for troubleshooting and other technical operations. You do, however, agree that the University may monitor, edit or disclose your personal information, including the content of your emails, if required to do so in order to comply with any valid legal process or governmental request (such as a search warrant, subpoena, statute, or court order).

### **Service Availability; Reliability**

The University provides this free, lifetime e-mail service on an AS IS and AS AVAILABLE basis. While we strive to provide a robust, highly available service, we make no guarantees as to the availability of the system and the storage of your data. Specifically, Hope International University disclaims all responsibility and liability for the availability, timeliness, security or reliability of the e-mail service. The University also reserves the right to modify, suspend or discontinue the service with or without notice at any time and without any liability to you.

### **Data Storage, Backup, and Recovery**

Your e-mail account has a fixed amount of storage. Currently, this amount is 250MB, although it may change in the future. It is your responsibility to delete old messages and file attachments to prevent your account from filling up.

The University maintains backups of the e-mail system for the purposes of recovering from system failures only. While we make best efforts to safeguard your data, the University does not guarantee the recovery of your e-mail in the event of a system failure. The University does not provide individual mailbox or e-mail restoration services in the event that you or someone using your credentials deletes data from your mailbox. You are responsible for archiving all important data in your mailbox to an external storage system, or printing out hardcopies to store in your personal files.

### **Cancellation; Termination**

The University is pleased to offer continued use of the account to students who graduate or otherwise leave the University under favorable conditions, and we encourage you to continue using your account for years to come. At any time, an alumnus may request the closure of his or her account. Also, the University may close or restrict any account which is determined to be inactive or abandoned. As described above, violations of these Terms of Service may result in the termination of your *Hope* e-mail account.