



Saint Louis University
Technology Management and Development Department
Email and Communications Activities
Acceptable Use Policy

CONTROLLED

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Page	1

1. Institutional e-mail accounts are provided to all officially enrolled students in Saint Louis University. The e-mail address is of the form <ID No>@slu.edu.ph
2. Temporary individual password will be provided for the initial log-in. After log-in, the temporary password should be changed immediately. Password should not be shared to anybody.
3. The institutional e-mail account with the temporary password will be posted through the student's SLU portal account. All institutional e-mails will be activated through Gmail.
4. The institutional e-mail shall only be used for official and academic purposes only. Students are expected to check their SLU e-mail frequently to stay current with SLU communications such as memoranda, advisories, etc. SLU recommends checking of emails regularly since certain communications maybe time-critical.
5. Professionalism and ethical considerations shall be properly observed. The institutional e-mails shall not serve as means to disregard rules or break policies which have already been set by the university. Confidentiality must also be observed.
6. Upon graduation from Saint Louis University, said e-mail account will be deleted. Thus, all students should back up all important files associated to their institutional e-mail account.
7. Sending unsolicited e-mail messages and other Workspace services, including the sending of "junk mail" or other advertising material to individuals who did not specifically request such material (email spam).
8. Any form of harassment via email, phone, whether through language, frequency, or size of messages.
9. Unauthorized use, or forging, of email header information.
10. Solicitation of email for any other email address, other than that of the poster's account, with the intent to harass or to collect replies.
11. Creating or forwarding "chain letters", "Ponzi" or other "pyramid" schemes of any type.
12. Use of unsolicited email originating from within Saint Louis University's networks of other Internet/Intranet/Extranet service providers on behalf of, or to advertise, any service hosted by Saint Louis University or connected via Saint Louis University's network.
13. Posting the same or similar non-educational-related messages to large numbers of Usenet newsgroups (newsgroup spam).

AUP Accepted:

Printed Name and Signature

Date: