GORDON COLLEGE
Acceptable Use Policy for GC Domain Mail Account

As part of its educational mission, Gordon College acquires, develops, and maintains computing facilities, computer systems and application, web and mobile applications, and network platforms. These Information Technology (IT) Resources are intended for college-related purposes, including direct and indirect support of the college's instruction, research, and services; administrative functions, student and campus life activities; and free exchange of ideas within the institution, local, national, and international communities.

Part of the Gordon College IT Resources is the activation and allotment of Domain Mail Account to its employees and students for efficient communication and information dissemination.

I.   **POLICY STATEMENT AND SCOPE**

Policy Statement
This will serve as a supplementary policy that will covers the following;

a. Ensure the proper usage of the GC Domain Mail Account in promoting the basic mission of Gordon College for college-related purposes;

b. Protect the integrity, reliability, availability, confidentiality and efficiency of User's GC Domain Mail Account;

c. Reminds the users on the prohibitions and limitations of the GC Domain Mail Account.

Scope
This supplementary policy applies to Gordon College and Users who are assigned (or given access to) GC Domain Mail Account.

This e-mail account may be assigned to the following type of Users;
- students (e.g. studentnumber@gordoncollege.edu.ph),
- employees (e.g. delacruz.juan@gordoncollege.edu.ph),
- designations (programcoordinator@gordoncollege.edu.ph) or
- units and departments (e.g. unitname@gordoncollege.edu.ph).

II.   **DEFINITION OF TERMS**
a. **Agreement Form** means document in which the user undertakes to comply with this Policy. The form may be electronic;

b. **Domain Account Administrator** means a person designated to manage the Gordon College Domain Mail Account to the users, to oversee the operation of the account if needed, or to preliminary determined who is permitted to access these accounts;

c. **Electronic Mail (e-mail)** refers to a computer-based application for the exchange of messages between users;

d. **Gordon College** refers to the local college in Olongapo City through the mandate City Ordinance 07 Series of 2018;

e. **Gordon College Domain Mail Account or GC Domain Mail Account** refers to an e-mail account which is a member of the domain "@gordoncollege.edu.ph";

f. **Policy** refers to the Gordon College Acceptable Use Policy for Domain Mail Account;

g. **Stakeholder** refers to a person with an interest or concern with Gordon College. It may be a student, parent/guardian, officials, employees, visitor, vendor, sponsor, donor, benefactor, etc;

h. **User** means part of stakeholders whether authorized or not, who makes any use of the IT resources or any of its components by any means or from any location.

For the sake of this policy, this refers to User of the Gordon College Domain Mail Account.

III. GC DOMAIN MAIL ACCOUNT

a. **Maximum Storage Allotted**
By July 1, 2022 the following user types will have a maximum storage size;
- students = **10GB**,
- employees = **100GB**,
- designations = **100GB**, and
- units and departments = **100GB**.

b. **GC Domain Mail Account Security**
E-mail is often the medium of hacker attacks, confidentiality breaches, viruses and other malware. These issues can compromise Gordon College thus Users to protect their assigned GC Domain Mail Account from unauthorized access, e-mail phishing, and other cyber threats applicable to e-mail accounts.

Users must:
- Choose a strong password;

- Activate the two-factor authentication;

- Never hand out your email password to anyone;

- Do not write down your password to unsecured materials;

- Change your password in a certain period of time (e.g. monthly);

- Always sign-out your account especially when you are using it in public places such as computer shop or public Wi-Fi;

- Be suspicious of clickbait titles;

- Check email and names of unknown senders to ensure they are legitimate;

- Do not click on attachments, links, or unsolicited emails especially from an unknown person;

- Report suspicious looking email contents or attachments to Domain Account Administrator.

c. Appropriate Use of Domain Mail Account

i. Users may only use the Domain Mail Account as part of the GC IT Resources for college-related purposes, including direct and indirect support of the college's instruction, research, services; administrative functions, student and campus life activities; and free exchange of ideas within the institution, local, national, and international communities. You may refer to GC Acceptable Use Policy of IT Resources.

ii. Users can use the Domain Mail Account specifically on the following activities;

- Communicate with other Users relevant to college's instructions, research, and services;

- Log in to access GCLAMP, Student Portal, and other IT Resources owned, controlled, and managed by Gordon College;

- Avail student services such as online request for student documents, applying of ID card, and the likes;

- Register for Google classes, events, conferences, and webinars hosted by the college and other institutions recognized by Gordon College;

- Attached small-sized (preferably $\leq$ **25MB**) files, e-books, guides, slides, and other contents related to college's instructions, research and services as long as it is safe and appropriate and does not violate any copyright.

d. Specific Prohibitions on Use of Gordon College Domain Mail Account

i. Prohibitions under GC Acceptable Policy for IT Resources;

ii. The following categories of use of the GC Domain Mail Account are considered prohibited and/or inappropriate:

  a. Signing up for illegal, unreliable, disreputable or suspect websites, social media platforms, and services;

  b. Sending unauthorized marketing contents or solicitation emails;

  c. Sending insulting or discriminatory messages and content

  d. Intentional spamming on other User's Domain Mail Account

  e. Sending false request for college or student documents.

  f. Distributing, disseminating or storing images, text, or materials that might be considered discriminatory, offensive or abusive, in that the context is a personal attack, sexist or racist, or might be considered as harassment;

  g. Sending defamatory message or materials;

  h. Sending and sharing content that is protected by copyright without permission;

  i. Sending and sharing links to inappropriate materials;

  j. Forwarding college's confidential messages or materials to external locations;

  k. Attaching, distributing, disseminating, or storing computer virus, malware, or other forms of unwanted software;

  l. Uploading and storing of personal files such as videos, photos, software, compressed files and other file types that are irrelevant to any college-related purposes.

e. Monitoring
Gordon College accepts that the use of email is a valuable and precise tool in communicating and information dissemination. However, misuse of this Domain Mail Account can have negative impacts upon the integrity, reliability, availability, confidentiality, and efficiency of other IT resources of Gordon College.

In addition, all of the institution's Domain Mail Accounts are provided only to promote college-related purposes. Therefore, the college maintains the right to examine any accounts and inspect any data recorded in those accounts.

In order to ensure compliance with the GC Acceptable Use Policy for IT Resources and this supplementary Policy, the college also reserves the right to use software (such as monitoring and security software) in order to assess and evaluate the use and contents of Domain Mail Accounts. Such monitoring is for legitimate and security purposes only.

f. Sanctions

Where it is believed that Users has failed to comply with the GC Acceptable Use Policy for IT Resources and this Policy, they will face the college's disciplinary procedure.

Penalty will be based on the GC Acceptable Policy for IT Resources and Gordon College Student Manual. The college also have the right to suspend Domain Mail Accounts temporarily or permanently based on the seriousness of the breach committed by the users.

IV. Agreement

The users are required to sign this agreement confirming their understanding and acceptance of the Gordon College Acceptable Use Policy for IT Resources and this Policy.

Nevertheless, even in the absence of this Agreement Form, users who have been granted access and actively use the GC Domain Mail Account are expected to read, understand and accept the GC Acceptable Use Policy for IT Resources and this Policy.

V. Domain Mail Account Administrator

For questions, concern, technical issues, reporting of suspicious activity or violation, you can contact the GC Domain Mail Account Administrator at;

Address	:	Olongapo City Sports Complex, Donor Street, East Tapinac, Olongapo City 2200
Telephone Number	:	(047) 222.4080
Email Address	:	mail.admin@gordoncollege.edu.ph