

Regulations for using student electronic mail based on the G Suite service for Schools and Universities at the Wrocław University of Environmental and Life Sciences

The provision of services specified in these Regulations is directly related to the Agreement concluded by the Wrocław University of Environmental and Life Sciences (hereinafter referred to as the “WUELS”) for the use of the G Suite service for Schools and Universities (hereinafter referred to as the “Agreement”) with Google Inc., a corporation registered in Delaware, with its registered office at 1600 Amphitheater Parkway, Mountain View, California 94043, USA (hereinafter referred to as “Google”).

The provision of services is limited by the duration of the Agreement.

§ 1

1. The provision of services under the G Suite service is based on an account assigned to an end user i.e.: a student (first- and second-cycle student, post-graduate student, participant of courses and all other forms of education provided by the Wrocław University of Environmental and Life Sciences).
2. All accounts will be created in the domain: “upwr.edu.pl” or its subdomains.
3. The account and the related services are only available for the duration of the Agreement.
4. The student’s account name will be created according to the template: transcript of records number@student.upwr.edu.pl. The University reserves the right to use a different subdomain in justified cases.
5. Student accounts will be created automatically.
6. Student accounts cannot be deleted at the end user’s request.
7. E-mail accounts are verified by the Computer Network Centre at least once a year. The account will be deleted when a student graduates from the WUELS. The student is obliged to make copies of data important from his/her point of view. The deletion of the User’s account may not constitute a basis for the User to claim compensation or lay other claims against the WUELS.
8. Depending on the account status resulting directly from current relationship of a given user with the WUELS, Google may provide various sets of services with a different scope. The service sets and their scope may also change during the term of the Agreement regardless of the account status. The WUELS will make every effort to ensure that the account status is consistent with the actual status, in particular with the status in the dean’s office system.

9. The WUELS reserves the right to enable or disable services available in the G Suite package in the main domain (i.e. “upwr.edu.pl”) and all subdomains. Services can also be enabled or disabled by Google. Therefore, the User cannot claim compensation for unavailability of a given service.
10. The User has no right to claim compensation or lay other claims, including taking any additional activities, from the WUELS in connection with the Agreement termination and the related cessation of services.
11. Google may also provide the User with additional services, including paid services, that are not governed by the G Suite Service Agreement but result solely from the General Terms of Use of Google Service. The WUELS is not responsible for the User’s actions taken to receive such services and the related obligations.
12. The End User may purchase additional paid services for his/her needs as far as such services are made available by Google. The WUELS will not be a party to and will not be liable for any obligations that have been assumed by the End User.
13. Pursuant to the General Regulations for Students of the Wrocław University of Environmental and Life Sciences (§ 4 (8) (10)), the WUELS reserves the right to communicate with the User through the assigned account. The User-student’s account will be treated by the WUELS as a primary account for communication and the provision of other services provided by the WUELS outside of this Agreement.

§ 2

1. The WUELS administers the accounts through the Computer Network Centre.
2. In the event of violation of the terms of use of services related to the account, the WUELS or Google has the right to suspend the account, and in special cases to delete it. The WUELS has the right to delete the User’s account if the University’s good name is tarnished.
3. The User may use the services only for legal and appropriate purposes, in accordance with the Agreement and all applicable rules and guidelines, including those presented at the time of registration or getting access to the services.
4. The WUELS may have access to data provided by the End Users in additional services and monitor them, use, or disclose these data, as well as disable the End Users’ Accounts in these additional services. The WUELS will notify the End Users about its ability to take the aforementioned actions.
5. Where applicable to the End Users’ personal data contained in additional services in the WUELS, Google acts as data processor, and the WUELS acts as data controller.

6. Google provides technical support services to End Users only through the Google.pl help centre, which is available at <http://www.google.pl/support/> or other URL provided by Google.
7. The End User has the right to address all questions and complaints to the WUELS, in particular to the Computer Network Centre at the following e-mail address: poczta@student.upwr.edu.pl.

§ 3

1. In connection with the provision of services specified in the Agreement and other services provided by the WUELS based on an account in the “ppwr.edu.pl” domain or its subdomains, as of October 1, 2017 the WUELS will block all accounts in the domain „poczta.student.up.wroc.pl” used by its students, except for cases specified in point 2.
2. In particularly justified cases, after October 1, 2017, students may additionally have an account in the „poczta.student.up.wroc.pl” domain.
3. The User undertakes to comply with the provisions of law and the Regulations. This means that:
 - a. *the content sent via email must be compliant with applicable law;*
 - b. *the account can be used for study purposes only (the account use for private purposes, including for business purposes, is prohibited);*
 - c. *the User is fully responsible for viruses, spam, hacking attacks, blocking the network, etc. caused by his/her own actions, actions of third parties using the User’s computer or for actions resulting from viruses, malware or hacking on the User’s computer;*
 - d. *acting to the detriment of other Users is prohibited.*
4. Should the User violate the law or the provisions of the Regulations, the administrator of the Computer Network Centre is entitled to block the User’s account until the matter is resolved.
5. If the User of a blocked account does not ask the system administrator to unblock it within 30 days after it was blocked, the server administrator has the right to cancel the account along with the stored data.
6. The User cannot transfer the rights or obligations related to the use of the e-mail account to a third party.
7. The account password must be unique. It must be at least 8 characters long and may contain:
 - upper- and lower-case letters as the size of letters makes a difference;
 - the following symbols: ! “ # \$ % & ‘ () * + , - . / : ; < = > ? @ [\] ^ { | } ~ ;

- spaces: they cannot be used at the beginning or the end of the password, but only in the middle; password such as 12345678, 09876543 are unacceptable.
8. Password or login and the combination of both cannot be shared with third parties. The User is responsible as for his own action or omission for the actions and omissions of third parties with whom he/she has shares his/her password and/or login.
 9. Using the e-mail system is possible from the level of e-mail users and web browser.
 10. The administrator of the Computer Network Centre is not responsible for the loss of data caused by the User configuring the account in a wrong way or for other actions taken by the User.