

# **Postgraduate Institute of Science (PGIS)**

## **University of Peradeniya**

### **The PGIS Email User Policy and Conditions**

#### **1. Introduction**

The Postgraduate Institute of Science (PGIS) of the University of Peradeniya will provide official email accounts for its students, teaching and supervisory staff, office staff, members of the Board of Management and Boards of Study, programme coordinators, other resource persons and members of the PGIS associations. The PGIS currently utilizes an institute managed email system located on institute servers (PGIS accounts) to provide official email accounts. The objective of the provision of official email accounts is to facilitate efficient communication among stakeholders of the Institute. The purpose of this policy is to ensure the proper use of PGIS email account. Use of PGIS email accounts evidences the user's agreement to be bound by this policy.

#### **2. Beneficiaries of the PGIS Email Accounts**

The PGIS official email accounts will be provided for the following categories of individuals with the given order of priority:

- Members of Board of Management and Boards of Study
- Staff of the PGIS
- Postgraduate Programme Coordinators
- Members of teaching and supervisory panels
- Other resource persons
- All registered students of the PGIS, and
- Any Associations recognized by PGIS.

#### **3. Ownership and Legislation of the PGIS Email Accounts**

The PGIS owns all email accounts and associated account provided by the PGIS. The email accounts provided by the Institute are subject to copyright and other intellectual property rights. The PGIS also owns data transmitted or stored using the University email accounts. Users are solely responsible for ensuring compliance with all applicable laws and regulations in the relevant jurisdiction(s). The PGIS shall respect the privacy of all email accounts and confidentiality of data in email accounts.

#### **4. The User Name and Password**

The User Name of a PGIS email account should follow the following naming conventions.

##### **I. Administration accounts:**

User name: "Designation"

Email : "[Designation](mailto:Designation@pgis.lk)"@pgis.lk, eg. [director@pgis.lk](mailto:director@pgis.lk)

II. Non-administration accounts:

User name: "Designation"

Email : "[Designation](mailto:Designation@pgis.lk)"@pgis.lk, eg. [sec.director@pgis.lk](mailto:sec.director@pgis.lk)

III. Staff accounts:

User name: user name will be a combination of the first, second name or initials. User can request upto three possible username depending on the preference. User name will be decided by the administration depending on availability. The user Name is not allowed to be changed once the account is activated.

eg. For Mr. John Peter [johnp@pgis.lk](mailto:johnp@pgis.lk) or [jpeter@pgis.lk](mailto:jpeter@pgis.lk) or [johnpeter@pgis.lk](mailto:johnpeter@pgis.lk)

IV. Student accounts:

For a student with registration number PGIS/PH/M/PHM/20/01

User name: phm2001

Email: [phm2001@pgis.lk](mailto:phm2001@pgis.lk)

For a student with registration number PGIS/PH/MPhil/20/001

User name: mphil20001

Email: [mphil20001@pgis.lk](mailto:mphil20001@pgis.lk)

The username will change in case change of the programme or an upgrade.

At the time of registration, a user will be given a password by the PGIS for the first time login and the user will be given an opportunity immediately after the login to change the initial password.

## 5. Appropriate Use and User Responsibility

The users of the PGIS email accounts should be responsible for the security and protection of their email accounts and all transactions occurring through their accounts. No data that is classified as protected by the data classification policy shall be stored in or transmitted via email. Users who use email communications with persons in other countries should be aware that they may be subject to the laws of those other countries and the rules and policies on others systems and networks. So the users of PGIS email accounts should refrain from unacceptable use and prohibited use of their accounts and should use the email accounts responsibly, complying with all relevant domestic and international policies and laws. All email originating from an account is assumed to have been authored by the account holder, and it is the responsibility of that holder to ensure compliance with these guidelines.

## 6. Security of Email Accounts

In order to prevent the unauthorized use of email accounts, the sharing of passwords is strictly prohibited. Users are expected to take reasonable measures to prevent the creation and transmission of computer viruses and other destructive items by maintaining the following practices: refrain from opening of attachments received from unsolicited or untrusted or unknown sources; refrain from transmitting corrupted or infected material; install and update antivirus / anti-spyware software on computers used to gain access to the PGIS IT facilities.

The user is required to notify the PGIS Email Administrator ([root@pgis.lk](mailto:root@pgis.lk)) immediately if he /she becomes aware that any unauthorized access has been taken place through his/her account.

## **7. Inappropriate Use**

With respect to PGIS email accounts, the exchange of any inappropriate email content outlined below and described elsewhere in this policy, is prohibited

- Generate or facilitate unsolicited bulk commercial email;
- Infringes on another person's copyright, trade or service mark, patent, or other property right or is intended to assist others in defeating those protections;
- Violate or encourage the violation of legal rights of others;
- Use the services for any unlawful, invasive, infringing, defamatory or fraudulent purposes;
- Intentionally distributes viruses, worms, Trojan horses, malware, corrupted files, hoaxes, or other items of a destructive or deceptive nature;
- Interferes with the use of the email services, or the equipment used to provide the email services, by customers, authorized resellers, or other authorized users;
- Alters, disables, interferes with or circumvents any aspect of the email services;
- Tests or reverse-engineers the email services in order to find limitations, vulnerabilities or evade filtering capabilities;
- Is excessively violent, incites violence, threatens violence, or contains harassing content;
- Creates a risk to a person's safety or health, creates a risk to public safety or health, compromises national security, or interferes with an investigation by law enforcement;
- Improperly exposes trade secrets or other confidential or proprietary information of another person;
- Misrepresents the identity of the sender of an email;
- Grant multiple individuals to access an individual user account other than via the delegation features provided within the services;
- Sell user accounts or parts thereof as added into a commercial product offered to third parties; and
- Record audio or video communications without consent if such consent is required by applicable laws and regulations.

Other improper uses of the email system include:

- Using or attempting to use the accounts of others without their permission.
- Constitutes, fosters, or promotes pornography;
- Collecting or using email addresses, screen names information or other identifiers without the consent of the person identified (including without limitation, phishing, spidering, and harvesting);
- The creation and transmission of deceitful or erroneous material and information that brings the PGIS and the University into disrepute and disgrace;
- Use of the service to distribute software that covertly gathers or transmits information about an individual;
- Unauthorized personal financial gain or a commercial or profit making nature, e.g. trading on eBay; and
- Political campaign of an individual or a party.

## **8. Data Purging**

Each email account provided under this policy has limited storage space. However, users are responsible for saving email messages as appropriate. Unless a legal hold has been placed on an account, messages in PGIS accounts are automatically purged from folders as follows:

- Trash / Deleted items - 15 days
- Junk / Junk email - 30 days

Due to finite resources, the PGIS reserves the right to restrict the amount of user space on PGIS accounts. Individuals should not rely on an email account to archive data and each person is responsible for saving individual messages and attachments as appropriate.

## **9. Record Retention**

It is the responsibility of employees to preserve PGIS records, including emails or instant messages in particular circumstances:

- Those who have actual knowledge of matters in which it can be reasonably anticipated that a court action will be filed.
- A subpoena has been served or notice of same has been given.
- Records are sought pursuant to an audit or similar pending or possible investigation.

## **10. Data Backup**

The PGIS email accounts are backed-up on a regular basis as a way of recovering from a systematic loss affecting the entire email system.. Because restoration of the entire email system is a lengthy process, requests for email account restoration is generally granted only in the case that loss of the data significantly affects the PGIS.

## **11. Monitoring of Email Accounts**

The PGIS email activities will be logged in the mail server. All incoming email is scanned for viruses, phishing attacks and SPAM. Suspected messages are blocked from the user's inbox. Due to the complex nature of email, it is impossible to guarantee protection against all SPAM and virus infected messages. It is therefore incumbent on each individual to use proper care and consideration to prevent the spread of viruses. In many cases, viruses or phishing appear to be sent from a friend, coworker, or other legitimate source. Do not click links or open attachments unless the user is sure of the nature of the message. If any doubt exists, the user should contact the PGIS Email Administrator. SPAM messages can be forwarded to PGIS Email Administrator (root@pgis.lk) where they may be added to the filter list.

Also the PGIS reserves the right to access this information in the following circumstances: to investigate a reasonable suspicion or a complaint/ complaints of unacceptable and/or prohibited use of email accounts and/or to cooperate with another institution in the investigation of a crime.

## **12. Suspension of User Accounts**

- On the instructions of the Director/PGIS, the PGIS Email Administrator shall advise / warn an email account user if there is sufficient evidence of unacceptable use of the

email account. The continuation of the unacceptable use of the email account disrespecting the advice/warning will lead to suspension of the email account.

- On the instructions of the Director/PGIS, the PGIS Email Administrator shall suspend an email account immediately with the evidence of prohibited use.
- The user will be required to enter into a new agreement with additional conditions on unacceptable use and prohibited use in order to remove the suspension and reactivate the email account.

### **13. Termination of User Accounts**

- An email account of the PGIS will be terminated automatically if the account is inactive for a period of three months.
- The email account of a student who successfully completes the degree programme at the PGIS will be terminated six months after the date of releasing of Senate approved final results.
- An email account of a student, Board member, teaching and supervisory panel member, programme coordinator, any other resource person, member of any Association recognized by PGIS and office staff member whose studentship/membership/post has been suspended/ terminated due to disciplinary reason shall be terminated immediately
- A suspended email account will be terminated automatically if the user is unable to remove the suspension and reactivate the account within one month from the date of suspension of the account.
- In addition to the termination of the email account, the PGIS reserves the right to take disciplinary actions under the Bylaws of the PGIS and Rules and Regulations of the University or legal action for activities listed under the prohibited use of PGIS email accounts.

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**Postgraduate Institute of Sciences (PGIS)**

**University of Peradeniya**

**Application for a PGIS Email Account**

I request the Director/PGIS to grant me an email account of the PGIS to facilitate my communication with the Institute, students and staff. I furnish the following information in support of my application.

<b>1</b>	<b>For Students only</b>		
	1.1	Name with initials	
	1.2	Degree Programme ( <i>delete appropriately</i> )	PhD/ MPhil/ MA/ PG Dip
	1.3	Registration No.	
	1.4	Field of Study	
	1.5	Contact Nos.	
	1.6	Current Email (if any)	
	1.7	Suggested User Name	(Option 1) (Option 2)*
<b>2</b>	<b>For Board Members, Teaching and Supervisory Panel Members, Programme Coordinators, Other Resource Persons and Members of Any Associations Recognized by PGIS only</b>		
	2.1	Name with initials	
	2.2	Position ( <i>delete appropriately</i> )	BoM Member/ BoS Member/ PG Programme Coordinator/ Teaching Panel Member/ Supervisor/ Resource Person/ Members of Any Associations Recognized by PGIS
	2.3	Contact Nos.	

	2.4	Current Email (if any)	
	2.5	Suggested User Name	(Option 1)
			(Option 2)*
<b>3</b>	<b>For PGIS Office Staff only</b>		
	3.1	Name with Initials	
	3.2	Post	
	3.3	Contact Nos.	
	3.4	Current Email (if any)	
	3.5	Suggested User Name	(Option 1)
(Option 2)*			

\*in case Option 1 is not available.

Further I hereby declare that I read and understood the PGIS email Policy and Conditions therein available on the PGIS Website ( [www.pgis.lk](http://www.pgis.lk)) and agree to use the PGIS email account assigned to me under the above email Policy and Conditions.

Date: .....

Signature: .....

Name: Ven./Prof./Dr./Mr./Ms.....

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Approval of the Director

Date