



UNIVERSITÀ
CATTOLICA
del Sacro Cuore

Rules and regulations
governing the use of
@icatt.it
email accounts

1. PURPOSE

These rules and regulations set out the conditions of use of the email account service provided to students by Università Cattolica del Sacro Cuore (hereinafter University).

The @icatt.it domain email service constitutes an official means of communication between the University and its students, whose duty it is to check messages received.

This tool may be used by the University for, among other things, institutional communication and promotion of University activities.

The rules and regulations in this document govern activation procedures and set out the technical requirements for using the service. The email account service is provided on the implicit acceptance of the rules and regulations governing its use.

The service provided by the University consists of:

- 1) activation of an email service including a personal mailbox with restricted access requiring the use of a password;
- 2) automatic listing in University databases for institutional communications.

Apart from the email service in question, the agreement that the University has signed with Microsoft means that students can also install Office 365 Pro Plus on up to 5 devices, together with all the other Microsoft Cloud services such as SharePoint Online, One Drive and Skype for Business. Further information and installation instructions can be found at Office.com/GetOffice365 where you will be asked to enter your @icatt.it email address.

2. SERVICE USERS AND DURATION OF SERVICE

The email service is supplied free of charge to all students of the University. For the purposes of the rules and regulations in this document all those enrolled on courses or programmes activated by the University are considered to be students for the duration of their study programme.

Students can continue to use the email service after the award of the qualification related to their study programme for a period of grace, the length of which will be decided by the University and which students will be informed of. At the end of this period of grace the email service will be deactivated and all content cancelled, as in the conditions set out by Microsoft and accepted by the student. The same conditions will apply to students who stop their studies, who transfer to other programmes or whose studies lapse.

The service provided is strictly personal and not transferable.

The University reserves the right to suspend or terminate the service at any point as a result of non-compliance with the rules and regulations.

The University declines all liability with regard to the archiving of any data either during the period that the service is active or after termination of the service.

3. ACTIVATION OF THE SERVICE AND ACCESS TO EMAIL ACCOUNTS

Activation of the email service and assignment of an @icatt.it email address will be carried out either after completion of enrolment or in line with current procedures at the University at the time.

Each student will be assigned an email address made up of the account name followed by @icatt.it; the account name will be made up of given name.family name followed by a number.

Example of an email address: mario.rossi01@icatt.it

Students can access their email service by entering their email address, e.g. mario.rossi01@icatt.it, and their password (the same password as for the iCatt portal) on their email access page via a link in iCatt, via the cloudmail-icatt link at the foot of www.unicatt.it, in Contacts and in the menu through "Cattolica Students", and via the apps provided by Microsoft.

4. RECOVERING FORGOTTEN EMAIL ADDRESSES AND PASSWORDS AND CHANGING PASSWORDS

Forgotten email addresses and passwords can be recovered by using the web application available at <https://login.unicatt.it>. This application also allows users to change their passwords.

Relevant information will be sent to the personal email address entered by the student during enrolment or as updated in the personal details section on the homepage of iCatt.

5. DUTIES AND RESPONSIBILITY OF STUDENTS

All students are responsible for the activity carried out through their email address.

Students undertake therefore not to pass on their user information to third parties and to actively protect the secrecy of their password; students agree to send notification of any situation which may adversely affect the use of the service to gestione.iam@unicatt.it

Each student shall be considered the author of messages sent from his/her email address and as recipient of messages sent to the address. Each student shall therefore answer personally for any damage caused to him/herself or to third parties, at the same time relieving the University of any liability; to safeguard this, each message sent by the student will contain a disclaimer which specifies the origin of the message. Students undertake not to use the service to send communications which may cause damage or disruption to the network or to other users, or which violate laws and regulations in force.

Under no circumstances shall the University be held liable for the content of messages sent by a student. Students undertake to use suitable and proper measures at the place of access to their email account in order to avoid or minimise the spread of viruses or similar.

As far as the above is concerned, students undertake to comply with the code of practice when using the service and in particular they agree not to:

- 1) transmit, distribute or keep any type of material which breaks the laws or regulations in force. This includes, and is not limited to, material protected by copyright, registered trademarks, industrial secrets or other intellectual property, pornographic material, material which is defamatory or which can be construed as illegal use of personal data or breaks the laws on the control of exported data;
- 2) carry out spamming. Any form of spamming through the email service supplied is prohibited. Email accounts supplied by the University may not be used to accept answers to messages sent by other Internet service providers if these messages contravene the rules and regulations in this document;
- 3) advertise, transmit or otherwise make available any type of software, programme, product or service which contravenes the rules and regulations in this document or contravenes any legislation in force.

Students also undertake not to send repetitive messages e.g. chain letters, even if the content is aimed at warning of presumed or real alarm e.g. warning of a virus; should a situation like this arise, students are responsible for informing Microsoft's customer service.

The University reserves the right to inform the relevant authority of any violations in order to facilitate the appropriate investigation and action to be taken.

6. WITHDRAWAL OF SERVICE

Lo studente riconosce a UCSC il diritto di sospendere temporaneamente o revocare l'utilizzo del servizio di posta qualora si verificano violazioni del presente disciplinare.

7. DUTIES AND RESPONSIBILITY OF UNIVERSITÀ CATTOLICA DEL SACRO CUORE

The University undertakes to use the data supplied by students exclusively for the supply and management of the service and to do all within its power to protect the privacy of the students.

As regards the confidentiality and integrity of messages during their transit and their presence in the mail system, the University will apply the law as in Legislative Decree n. 196/2003 (Code regarding protection of personal data) and subsequent regulations. For the purposes of this objective the University will make use of, directly or through Microsoft, suitable tools to check, put in quarantine or cancel messages which may compromise the good functioning of the service. Mail messages are kept in mailboxes pertaining to each individual student until they are removed or cancelled by the student.

The University will put into force, whether directly or via Microsoft, all measures within its power which it deems necessary and sufficient to minimise the risk of losing information; notwithstanding this, it will be held in no way liable and will be relieved of any liability and obligation regarding any cancellation, damage, undelivered post, post not sent, or regarding any lack of archiving of mail messages or other content, deriving from defects and/or malfunction of management tools and, in general, from operation of the service.

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