

# Regent University Google Workspace Policy

## General Provisions

The purpose of this policy is to ensure proper use of Regent University's Google Workspace for Education systems and make users aware of what Regent University deems acceptable use of these systems. Regent University reserves the right to amend this policy without prior notification at its own discretion.

## Application

This policy applies to all persons possessing a Regent-provided Google Workspace account. The described population includes, but is not limited to, all faculty, staff, students, contractors, visitors, or other representatives of Regent University. Google Workspace applications may include, but are not limited to Gmail (student @mail.regent.edu email addresses,) Google Drive and Docs, Google Calendar, Google Meet/Chat, Google Groups, Google Forms, etc. Regent University reserves the right to add or remove provided Google Workspace applications at its own discretion.

## Privacy Provisions

Regent University reserves the right to inspect all documents and data stored on Regent's Google Workspace applications and/or disclose said data to law enforcement or government officials or to other third parties, at its sole discretion, without notification to or permission from those creating, sending, or receiving the information. Further provisions regarding Regent provided student email addresses are listed in the Regent University Electronic Mail Policy (<https://cdn.regent.edu/it/infosec/policies/email.pdf>)

## University Use of File Storage

Regent University provides each user limited amount of personal storage on the Google Workspace platform. The current limits for Google Workspace limits are posted on the Regent University IT website in the Student Mail section ( <https://www.regent.edu/information-technology/#student-mail> ). Faculty and Staff have access to additional storage using Regent's Microsoft O365 platform and other internal systems; students may submit a request for additional storage for project or other justified class work using the Regent IT request form.

## Google Workspace Account Lifetime

All Regent University students are provided with a Google Workspace account maintained by Regent University. Any faculty or staff member may request a University-maintained Google Workspace account by submitting a Regent IT request form. Regent-Maintained Google Workspace accounts that are not associated with a student actively enrolled in classes and that have not accessed their Regent issued Google account for a period of **5 years** or more may be deactivated and the content deleted. This includes Regent Alumni. Responsibility for downloading, exporting or otherwise backing-up any personal information, email or files stored in a Google Workspace account lies with the user.

## Acceptable Use

Notwithstanding the actions deemed 'misuse' within this policy, all users of Regent University provided Google Workspace accounts are permitted to utilize them for university related business and personal use in compliance with the Google Privacy & Terms of service (<https://policies.google.com/terms>).

## Misuse

The following actions are considered misuse and strictly prohibited. Any violation of these offenses will invoke disciplinary actions on offending users up to and including termination of enrollment and/or employment.

- Utilizing Google Workspace to store or transmit (send or receive) any part/s or whole copyrighted works for which the user has not received permission to use.
- Email, chat or group messages, in stored, forwarded, received, or sent format, should not be used in a way which may constitute intimidating, hostile or offensive material,

including but not limited to such conduct based on gender, race, color, religion, national origin or disability. The University's policy against sexual or other harassment applies fully to its Email systems.

- Using Google Workspace for personal business transactions or partisan political purposes.
- Using Google Workspace to facilitate a local, state, or federal crime.
- Utilizing encryption devices in order to conceal illegal or prohibited activities. Users who employ encryption mechanisms to protect confidentiality agree to provide "plain text" copies of messages upon request to Regent University. Failure to abide by such requests is a violation of this policy and will be treated accordingly.
- Using Google Workspace for personal means in a manner that adversely affects one's student activities, or faculty or staff work duties.
- Knowingly using Google Workspace to participate in malicious, phishing or scam activities.
- Sending messages in another person's name or a fictitious name.
- Sending messages, unrelated to the operation of the University, that adversely affects the normal operation of the Email systems.

### **Policy Violations**

Abuse of Regent University provided Google Workspace applications, through prohibited personal use, or use in violation of law or university policies, will result in disciplinary action, up to and including termination of employment and/or enrollment. All persons to whom these guidelines are applicable, as stated above, are responsible for adhering to these rules. All supervisory personnel are responsible for ensuring that these policies are adhered to within their respective areas of responsibility.

All users of Regent University provided Google Workspace systems may report university policy or law violations to their immediate supervisor, representative faculty or school personnel, or directly to the Information Technology Department Help Desk at 757-352-4076 or [infosec@regent.edu](mailto:infosec@regent.edu).