June 2009

STUDENT EMAIL ALLOCATION AND USAGE POLICY

EMAIL accounts are provided to student for communicating among themselves and with academic and non academic staff of the UTM .Utilization of such account for personal matters should in no case be subject to abuse. The University shall not be responsible for unwarranted use of EMAIL account by students.

A. EMAIL Allocation

1. Student EMAIL accounts are created based on student details submitted by the Student Affairs Unit.
2. Once activated, the student will be provided their EMAIL account through their respective Programme Coordinators.
3. The EMAIL account(s) allocated to student remains active although the student has finished his programme of study.

B. EMAIL Usage

1. Student must not use profanity, obscenities or derogatory remarks in email messages.
2. Use of spam is not authorized. Student should be careful before forwarding messages such as chain letters or alike to a large number of recipients, thereby causing unnecessary and excessive traffic on the University's network.
3. Student should not intercept or disclose, or assist in intercepting or disclosing email messages not addressed to them.
4. Other unwarranted use of the University email service will be dealt with, in accordance with current UTM regulations/ any law in force.

5. Use of attachment(s) and other features prone to viruses should be effected with care; student should ensure that the antivirus software is always updated and activated and that messages are systematically scanned against viruses before being sent.

6. Students are reminded that sending or receiving large attachments may slow down the performance of the computer system and the University's network.

7. Necessary assistance would be provided on a one-off basis by the MIS Development Team. For any queries, please contact the MIS Development Team on **development@umail.utm.ac.mu** or call on them personally at Room G 0.32.