



Victoria Shanghai Academy Student Alumni Association Online Services Acceptable Use Policy

1. Purpose

The purpose of this policy is to outline the acceptable use of the online services provided by the Victoria Shanghai Academy Student Alumni Association (hereafter referred to as “the Association”), including but not limited to the Alumni Email Service, Alumni Google Drive Service, and the Alumni Intranet.

2. Scope

This policy applies to all the online services provided by the Association to the Alumni members.

Every member will be given an Alumni Google Apps account. This Account is part of the Victoria Shanghai Academy internet service. All alumni members are expected to exercise good judgement regarding appropriate use of the account in accordance to Victoria Shanghai Academy Student Alumni Association policies, Victoria Shanghai Academy policies, as well as local laws and regulations.

This policy applies to all members in the Association, including executive members, officers, staff, and advisors utilizing online services owned or maintained by the Association.

3. Policy

3.1. General Use and Ownership

3.1.1. Account Sharing

Account sharing is strictly prohibited. Alumni members are expected to keep their passwords secure. If any members are found to have shared their accounts with

any members, or non-members, the Association may have their account terminated.

3.1.2. User information

Alumni members are required to update their personal information with the Association at least once every two years via email to the VSASAA Secretary.

3.2. Unacceptable Use

The following activities are prohibited, with exceptions outlined in section 3.3.

Inappropriate use of the Association's online services may lead to account suspension and the loss of membership status.

3.2.1. Alumni Email Service

The primary use of the Alumni Email Service is for connecting and communicating with alumni members, current Victoria Shanghai Academy students and staff. The following actions are strictly prohibited:

- 3.2.1.1. Sending of junk mail or advertising material to individuals who did not specifically request such material.
- 3.2.1.2. Any form of harassment via email, whether through language, frequency or size of messages.
- 3.2.1.3. Unauthorized use, or forging of email header information.
- 3.2.1.4. Solicitation of emails with the Alumni Email Service.
- 3.2.1.5. Emails regarding the marketing of activities without permission from the Association's executive committee.
- 3.2.1.6. Sending non-alumni or non-student related emails to a large number of mailing lists.
- 3.2.1.7. Sending copyrighted materials and/or inappropriate materials.
- 3.2.1.8. Sending materials that may expose one's privacy, such as but not limited to passwords, and government issued identification.

3.2.2. Alumni Google Drive Service

- 3.2.2.1. Distributing and sharing copyrighted materials and/or inappropriate materials to the public and/or other alumni members.
- 3.2.2.2. Sharing folders and/or files to unrelated persons with an intent of email spam.

4. Policy Compliance

4.1. Non-compliance

Any alumni member found to have violated this policy may be subject to account suspension and/or the loss of alumni membership.

4.2. Exceptions

Any exceptions to this policy must be approved by the Association's Executive Committee.