



E-MAIL APPLICATION FORM

Security

ITC assumes that users are aware that electronic files are not necessarily secure. Levels of obtainable security will vary depending on the computer system. Information on procedures appropriate to each resource will be available from ITC.

Responsibility of User

Specifically, the following are the responsibilities of e-mail account users:

1. E-mail account user shall assign an obscure account password and change it frequently, preferably once or twice a month. Password shall not be shared to others for security reasons. In case the user forgot the password, he/she shall report it immediately to the ITC where the resetting of password shall be done.
2. E-mail account user shall be responsible for back-up files and e-mails. This is to prevent further damage if ever system malfunctions or breakdown occurs.
3. E-mail account user shall be allowed to use/send a maximum of 1MB attachments. On the other hand, the user shall maintain a maximum of 50 MB of inbox content.
4. User shall not transmit or disseminate obscene, profane or pornographic material.
5. Sending messages that are hateful, harassing, or threatening to fellow users shall also be prohibited.
6. E-mail account user shall not send unofficial mass e-mail that cause complaints from the recipients (i.e. engage in spamming), nor send large quantities of unwanted e-mail to any DLSU-D mailing list.
7. The user shall report to the ITC the cases of unofficial mass e-mail received by their account.

Ultimate responsibility for resolution of problems related to the invasion of the user's privacy or loss of data rests with the user. However, a reasonable effort will be made to lessen the impact of such loss or damage.

For more inquiries regarding this matter, please contact ITC Helpdesk at local 3084.

E-mail Address: _____@mail.dasma.dlsu.edu.ph (*To be filled out by ITC*)

Password : _____

(*To be filled out by ITC*)

Date Received: _____ E-mail Address: _____@mail.dasma.dlsu.edu.ph

Received by: _____ Password : _____

This is to certify that I have read, understand, and accept the conditions and policies set forth above and those stated in the DLSU-Dasmariñas Acceptable Use policy.

APPLICANT'S PRINTED NAME/SIGNATURE