



Province Office of Information Systems & Computing Technology

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Office 365 Province Email & Web Services Usage Policy

This policy affects digital services, provided through Microsoft Office 365, which are provisioned and administered by the Our Lady of the Angels Province, USA, Franciscan Friars Conventual (herein known as the "Province") Information Technology office.

By using the Province provisioned and administered digital services powered by Microsoft Office 365 (herein known as the "Province Email & Web Services"), you agree to Microsoft Office 365 policies and terms, in addition to the below Province IT policies regarding Province Email & Web Services.

The Province Email & Web Services are administered by the Province IT office and furnished to friars, lay staff and employees of the Province (herein known as "Users"). This policy also applies to all and any representatives, vendors, volunteers, and agents of the Province who are using the Province Email Web Services for a limited or extended time (herein also known as "Users").

The Province Email Web Services are to be used for Province business only, although limited personal use is allowed with the understanding that there should be no expectation of privacy. Usage of the Province Email & Web Services for commercial and business purposes unrelated to the Province is strictly prohibited. All use of the Province Email & Web Services must be consistent with the Province policies of ethical conduct, safety, compliance and with all applicable laws and proper business practices.

The Province forbids the use of the Province Email & Web Services in ways that are disruptive, offensive to others or harmful to morale, including for the creation or distribution of any disruptive or offensive messages, including but not limited to offensive comments about race, gender, hair color, disabilities, age, sexual orientation, or anything that could be construed as harassment or showing disrespect for others, including other businesses or organizations. The Province Email & Web Services should be used in such a way that all transmissions, whether internal or external, are accurate, appropriate, ethical and lawful.

The use of third party email providers and digital storage providers that are not provisioned by the Province (such as Google, Yahoo, and MSN Hotmail etc.) to conduct Province business and/or to store confidential and critical Province data, and to create or memorialize any binding transactions on behalf of the Province is **strongly discouraged**. All official, legally binding electronic communications and transactions should be conducted only through the Province Email & Web Services. Emails received through Province Email & Web Services should in general, therefore, not be forwarded to third-party email providers or storage servers. In addition, the **Province Email & Web Services should not be used to transmit or store data of sensitive nature such as credit card information, social security numbers, or any other data that in the event of a breach could lead to identity theft or financial fraud and/or loss.**

It is required that all computers and devices (mobile or not), whether Province issued or not, but that are used regularly to retrieve Province Email Web Services be secured with a password, PIN, or other authentication method, maintaining at least one layer of authentication to the Province Email & Web Services. For example, your cell phone or mobile device which automatically retrieves and holds your emails should require that you authenticate yourself to gain access to the device and therefore the Province Email Web & Services. When finished accessing the Province Email Web Services or using the device, care should be taken to ensure that a layer of authentication is maintained (i.e. **make sure to logout or re-lock your device when not in use**). If capable of the device's operating system and hardware, the device (especially if mobile) should have storage-level encryption enabled. Accessing Province Email & Web Services on devices that are not Province provisioned and administered, or at public or guest device, is discouraged. All devices used to access the Province Email Web Services that are running desktop operating systems (for example, Microsoft Windows, Apple OSX, Linux distros, etc.) should have anti-virus protection installed and enabled. The Province Email & Web Services are multi-factor authentication capable and use of this feature is encouraged.

In order to enforce these policies, Province Email & Web Services usage may be monitored by the Province without prior notice, including retrieving and reading messages, data, files and attachments, and monitoring individual usage. Therefore, Province Email & Web Services usage is **not confidential**, and even though you may be issued a private password or other private access code to log in to Province Email & Web Services, **you should have no expectation of privacy** with regard to your use of the Province Email & Web Services. **The Province Email & Web Services are NOT provided as a replacement for your existing personal email services, but to facilitate official business email communications for and on behalf of the Province.**

Credentials **should not** be shared with anyone, in any form, and it is **strongly recommended that credentials not be saved in plain-text form, either digitally or hard copy**. Password managers or secure digital storage are recommended for such a purpose.

Users who knowingly violate this policy may be subject to disciplinary action, which may include termination of access to the Province Email & Web Services. Employees of the Province who knowingly violate this policy may be subject to disciplinary action, up to and including termination of their employment.

Privileges of using the Province Email & Web Services can be revoked by the Province administration at any time.

This policy is subject to change at any time. The most up-to-date version can be found at www.olaprovince.org/email.