1.-PURPOSE AND SCOPE.
The Universitat Politècnica de València (UPV) offers the university community an Email Service. The purpose of this Terms of Use is to guarantee the quality of the same and a use in accordance with the purpose of the University.

Other purposes pursued by these Terms of Use are as follows:

a) Preserving the privacy and security of UPV communications.
b) Avoiding situations that may lead to any kind of civil or criminal liability.
c) Guaranteeing the security and performance of the UPV’s IT systems.

Any person who uses these services acquires the condition of user of the service and for that reason is obliged to comply with the regulations drafted herein. This regulation also applies to:

a) All UPV equipment involved in the routing of the email service.
b) All message components (text, headers, attachments, activity logs,...) residing on computers managed by the University.
c) All the mailboxes owners of the University.
d) All internal services that make use of email, such as distribution lists, news, etc...

A copy of these regulations will always be available to the user and published on the University website.

2.- ACCESS TO SERVICES

2.1.- Users of the services
The members of the university community may enjoy the email service of the UPV, including students enrolled in any cycle, as well as the administration and services staff and the teaching and research staff, in addition to the entities or persons authorised under the agreement or duly issued authorisation of the Universitat Politècnica de València.

The service is linked to the existence of the link with the UPV.

2.2.- Allocation of resources
The size of messages in transit is limited. Likewise, the storage capacity of the servers is limited and as such, users will be assigned a mailbox size within acceptable limits.

The email service has been designed for the purpose of sending short messages, not for the dissemination of large files, for which other means are available. The Information and Communications Systems Area (ASIC) will establish the disk space allocated to the email accounts.

The user may review the most recent version of the Email Accounts Policy at http://www.asic.upv.es/normativa.

2.3.- Conditions for redirecting accounts.
The accounts assigned by the Universitat Politècnica de València may be redirected to any other email account always following the following procedures:

1. Redirection of personal UPV accounts: It shall only be carried out by the account owner through the email accounts settings of the UPV’s Intranet.
2. Redirection of generic corporate accounts: Upon request to the ASIC, the automatic forwarding of the messages may only be authorised to the personal accounts of the users duly authorised to do so.

3.- USER RESPONSIBILITIES.

3.1.- Acceptance of the conditions and Terms of Use
The use of the email service provided by the Universitat Politècnica de València entails the awareness and full acceptance of the conditions and Terms of Use specified in this document and in all complementary documents of regulations for the use of services and computer resources provided by the Universitat Politècnica de València.

3.2.- Email confidentiality
An account and password will be assigned to each user of the service. The user is responsible for maintaining the confidentiality of his account and password, and all activities that are carried out under his account.
The UPV recommends that confidential messages should always be encrypted.

3.3.- Exclusive use of email for interpersonal communication
Email is a tool for the exchange of information between people, not a means of massive and indiscriminate dissemination of information. Other channels are more adequate and effective for this end.

3.4.- Use for professional or academic purposes
The email accounts assigned by the Universitat Politècnica de València may not be used, in principle, for private purposes, since they are a working tool. However, user may be forced at times to manage personal matters during their working hours, the use of this service is authorised as long as the frequency and duration is limited and this does not affect their professional or academic use. Such personal use may never represent a political, commercial or profit-seeking activity and may not be inappropriate or offensive.

3.5 - Prohibition of email abuse (ACE).
Abuse in email service is defined by the Spanish academic and research network (Rediris) as "the various activities that go beyond the usual objectives of email service and directly or indirectly harm users". These activities can be catalogued, not limited to, in the following groups:

- Abusive due to the content: it is prohibited to send, store or distribute messages whose content violates the rights recognised in Spanish Laws and International Treaties signed by Spain or which promote actions contrary to the law.
- Abusive due to the means: it is prohibited to send mail using a third party email server without the consent of the owner of the same.
- Abusive due to unsolicited communication: it is prohibited to send commercial electronic communications to a number of recipients who have not requested it (spam), except for that expressly authorised by the UPV.
- Abusive due to its purpose: it is prohibited to send email messages whose sole purpose is to overload, block or, in any other way, damage the normal use of this service or the computer equipment of other internet users.

Any email use that may be classified as email abuse (ACE) in any of the above cases.

Sending bulk or mass emails and sending a continuous number of message is also limited. From the moment the Universitat Politècnica de Valencia detects that such activities are detrimental to the proper functioning of the services and/or cause delays in email deliveries of other users of the systems, it shall adopt the measures it deems necessary, be it blocking IP addresses, domains, users or other measures, and may even proceed to the immediate suspension, without prior notice, of the service.
Likewise, UPV email users accept the principles stated in the “Antispam Policy of the Universitat Politècnica de València” just by the use of its services, which is the main UPV tool to combat such detrimental practice for the responsible use of internet resources.

4. - IMPROPER USE OF RESOURCES.
The following assumptions are considered as non-compliance with the conditions and Terms of Use the UPV’s email service:

- Dissemination of racist, xenophobic, pornographic or sexist content, or supporting terrorism or the violation of human rights, or act to the detriment of rights to intimacy, honour, self-image or the dignity of people.

- Disseminating emails without fully identifying the sender. Should the email account be used by groups of users, the author must be identified.

- Disseminating contents contrary to the principles set forth in the Statutes of the University.

- Dissemination of commercial or propagandistic messages without express authorisation.

- Propagating chained letters or participation in pyramid schemes or similar activities.

- Attacks to degrade the service.

- The mass mailing of messages or information that consumes UPV resources in an unjustified manner.

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- It is prohibited to manipulate message headings to try to hide or distort the identity of the sender.

- It is prohibited to install or use servers or mail routers that are not the authorised by the UPV.

- Email services may not be used contrary to the conditions and Terms of Use of this document and all complementary documents of regulations of use of the services and IT resources provided by the Universitat Politècnica de València.