APU-Net Guide	Ver	Operating System
APU Information Systems **E-mail Usage Policy and User Guide**	1.0	All users

Last updated: 2014/9/30

Introduction

Ritsumeikan Asia Pacific University (APU) stipulates policies and guides for the use of its computer systems and networks. This guide provides a detailed description of the matters pertaining to the use of e-mail that all students, faculty and staff should know.

Who is This Guide For?

This guide is for all APU-Net users.

Guide

Authorized Usage

You may not use APU-Net to send or forward e-mails in order to engage in any illegal or criminal activities or any actions that violate the university's regulations.

E-mail Privacy

As with user files, e-mails stored in the APU e-mail system will be treated as private to the maximum extent possible. Attempting to read another user's e-mail without permission is strictly prohibited. The university and the server administrator will not read your e-mail unless there is an operational necessity. However, e-mails addressed to unknown users will be sent to the system administrator who will verify the content of messages when necessary.

Inappropriate E-mail

Sending spam, chain e-mails, lewd content or other inappropriate messages via the APU e-mail systems is prohibited.

Mass Mailing

Mass e-mailing is prohibited unless permitted by the university. If you need to send a mass e-mail or a large number of e-mails, the Information Systems Office can assist you in making a mailing list. For more information, please contact the Information Systems Office.

Blocking of E-mails by the University

APU reserves the right to block the delivery of spam and other mass e-mails by from external computers. E-mails that are filtered and blocked will be deleted by the university.

Violation of This Guide

If you violate any of the rules in this guide, access to your user account and the network may be suspended immediately without warning. In some cases, you may also lose future APU-Net privileges. For serious violations, disciplinary action will be decided after an investigation and deliberation by the relevant university committee. When the misuse of APU-Net is found to be criminal in nature, students

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may face suspension or involuntary withdrawal, and faculty and staff may face suspension or severance. Criminal prosecution may also be pursued.

【**Contact Information**】

Please contact the Information Systems Office with any questions or comments.

Information Systems Office

Location:　Building D, 3rd Floor　　Hours:　Mon-Fri, 10:00-16:30

Email:　system@apu.ac.jp