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Article 1

General provisions

- (1) The electronic mail is intended for an exchange of short messages and documents in form of electronic letters.
- (2) Each employee and each student of Tomas Bata University in Zlín (hereinafter referred to as "TBU") is assigned an office/student e-mail address (hereinafter referred to as "e-mail address"), which is considered one of the official contact details of the respective employee/student (jointly hereinafter referred to as "user").
- (3) The same rules apply to the use of electronic mail and of electronic conferences as those applying to the use of conventional paper mail. An electronic letter, unless in cipher, is to be regarded as an open letter mail.

Article 2

Establishment and validity of e-mail addresses

- (1) An e-mail address is automatically established for:
 - a) Employees who have entered into a valid contract of employment and are registered in the SAP information system.
 - b) Employees who have entered into a valid agreement on work performed in addition to regular employment, with a duration of no less than 3 months, and are registered in the SAP information system.
 - c) Students of TBU who are currently registered as students in at least one degree programme in the IS/STAG information system, and that also during the suspension of their studies.
- (2) E-mail addresses for employees who have entered into a valid agreement on work performed in addition to regular employment, with a duration of no less than 3 months, and are registered in the SAP information system are established upon a written request of the senior executive approved by the respective senior executive of the relevant

component part.

- (3) E-mail addresses of TBU users remain in use at least until the end of the calendar month following the termination of employment/agreement on work performed in addition to regular employment or the termination of studies.

Article 3 **Electronic mail address format**

- (1) TBU uses a second-level Internet domain entitled “utb.cz” for electronic mail. The individual component parts of TBU and student associations and/or other selected units have been assigned third-level domains in the format of “xxx.utb.cz” within the TBU computer network. A list of the domains is posted on the website of the Information Technology Centre (hereinafter referred to as “ITC”) at the address cvt.utb.cz (hereinafter referred to as “ITC website”).
- (2) New second-level and third-level domains may be established due to objective reasons only; the establishment thereof is ensured by the ITC.
- (3) The format of a TBU user’s e-mail address is login@xxx.utb.cz, where the login is the assigned user name in the TBU computer network, and xxx is the name of the relevant TBU component part according to the affiliation of the given user. In justified cases (e.g. if the user is concurrently employed at several TBU component parts), one user may be assigned several e-mail addresses using the so-called e-mail alias.
- (4) For specific purposes of communication and of administration of services, a different e-mail address format below second-level and third-level domains administered at TBU may be used. A specific address format is established by the ITC upon request.

Article 4 **Use of electronic mail**

- (1) Users are entitled to use only the e-mail addresses and electronic mailboxes assigned, and bear full responsibility for messages sent from their user accounts.
- (2) The e-mail address is, in particular, intended for communication related to job duties and to study. It may also be used for personal correspondence provided that rules of ethical behaviour are observed and any conflict of interests is avoided, so that this communication cannot be misused against the interests of TBU.
- (3) The users are obliged to observe the rules, i.e. enter subjects in their messages, send messages containing exact addresses, avoid undesirable harassing of other users by sending unwanted bulk messages or sending of messages to addresses obtained from mailing lists compiled without consent of the addressees.
- (4) When using the electronic mail for communication, the users are not permitted to:
 - a) Send electronic mail under false or assumed identity (phishing) and send anonymous messages.
 - b) Send unsolicited advertising messages (“junk mail” or “SPAM”). This category comprises, among others, commercial advertisements, informative announcements and political declarations in accordance with Act No. 480/2004 Coll., on Selected Information Society Services and on Amendments to Selected Acts. Such documents

may only be sent to persons who explicitly request them.

- c) Send messages containing files infected with computer viruses, Trojan horses and other malicious programs.
 - d) Cause a nuisance to other network users in any manner (language style, frequency and size of messages, sending of chain letters, etc.).
 - e) Use of vulgarisms and/or offensive language which might threaten the good reputation of TBU.
 - f) Attempt to penetrate user and e-mail accounts of other users and in any manner break the valid laws of the Czech Republic, internal rules and regulations of TBU and act in conflict with good manners.
- (5) The users must be informed about threats of infiltration by computer viruses and are obliged to act carefully when opening messages and attachments thereto, in particular those received from unknown senders. If the users are not sure in this regard, they shall contact the IT administrator at the relevant component part or the ITC.
 - (6) The users are obliged to keep their access details (in particular the password) used to access their e-mail address confidential.
 - (7) The users are obliged to regularly check the mail delivered to the assigned e-mail address.
 - (8) The size of the messages transferred by electronic mail may be limited. The exact limit depends on the technological options available and is specified by the administrator of the e-mail service. Similarly, the user limit of the size of the disc space used may be set for the individual e-mail boxes. When the user limit of the disc space used is exceeded, the receipt of electronic mail messages may be blocked for the given user. The values of these limits are posted on the ITC website.
 - (9) The transport (i.e. the transfer) of electronic mail is provided by official mail servers of the TBU computer network only. The transfer via other than official servers may be blocked.

Article 5

Bulk e-mail addresses

- (1) Bulk e-mail addresses in the format of zamestnanci@xxx.utb.cz have been introduced for internal communication with employees at TBU, where xxx is the name of the relevant component part of TBU. Employees are included in the lists of bulk e-mail addresses according to their affiliation to the respective component part.
- (2) Bulk e-mail addresses in the format of studenti@xxx.utb.cz have been introduced for internal communication with students in Bachelor's and follow-up Master's programmes, where xxx is the name of the relevant faculty of TBU. Students are included in the lists of bulk e-mail addresses according to TBU faculties where the students have enrolled to study.
- (3) Bulk e-mail addresses in the format of doktorandi@xxx.utb.cz have been introduced for internal communication with PhD students, where xxx is the name of the relevant faculty of TBU. Students are included in the lists of bulk e-mail addresses according to TBU faculties where the students have enrolled to study.

- (4) The list of bulk e-mail addresses is posted on the ITC website.
- (5) The lists of employees and students registered in the SAP and IS/STAG information systems are used to generate mailing lists of bulk e-mail addresses.
- (6) Only registered users may send messages from their e-mail addresses to bulk e-mail addresses; the registration is made by the ITC. The following persons may apply for registration: Director of Marketing and Communications, Assistant to Rector/Bursar, IT technician of the Rectorate, Head of the ITC and the computer network administrator, assistants to senior executives at the TBU component parts, secretaries to the TBU component parts, Heads of Student Affairs Offices. The person to decide on exemptions to be granted is the Bursar.
- (7) Sending of messages to bulk e-mail addresses is recommended in a simple text format without attachments. It is recommendable to use another type of service for transfer of files – e.g. the website.
- (8) In order to avoid an overload of the servers and the subsequent possible delay in the delivery of other e-mail messages, it is recommended to send messages to bulk e-mail addresses outside the usual working hours.
- (9) The maximum size of messages sent to bulk e-mail addresses is limited by the technical equipment used. The limits are posted on the ITC website.
- (10) Provisions of Paragraphs 4 to 9 of this Article apply to bulk e-mail addresses specified in Paragraphs 1 to 3 to the full extent.
- (11) For other purposes of bulk e-mail communication, other bulk e-mail addresses may be established. The ITC ensures the establishment of these addresses.
- (12) Bulk e-mail addresses are intended for internal use only, the messages sent must be in direct relation to the mission or to the activities of TBU.

Article 6

Final provisions

- (1) The ITC is authorized to monitor the observance of this Directive.
- (2) This Rector's Directive replaces Rector's Directive No. 3/2015 issued on 18 March 2015.
- (3) This Directive amends the Rector's Directive entitled *Rules for Computer Network Use at TBU in Zlín*, as amended.