

Office 365 Terms of Use

V1.1, Updated 2016-08-02

1. Scope

Use of Office 365 is subject to Microsoft¹ as well as Dawson College policies, in particular but not limited to the IT policy and the Student Code of Conduct.

2. Enrollment and termination

Employees and students are entitled to a Microsoft Office 365 account. Office 365 accounts expire when employees retire or resign, or after students haven't registered for one (1) year. A notice is sent upon expiration, with the option to contract individually with Microsoft to continue the Office 365 service. The data becomes non-recoverable thirty (30) days after an account has expired.

3. Communications

Communication using Office 365, which includes but is not limited to Email and Yammer, must comply with the IT policy. Any form of cyber-harassment or spamming (including phishing), will result in the account being suspended. There are measures in place to make this suspension automatic when an account is used for mass mailing.

Even though students are entitled to a Dawson email address with Office 365, it is up to the teachers to choose and let them know which mode(s) of communication will be used in their class.

4. Protection of information

Office 365 can be used to store documents containing institutional information, or information that needs to be protected under the Law of access to information². These documents cannot be copied manually or automatically through synchronisation (i.e. desktop/folder 'sync') to a device or computer not owned by Dawson.

5. Backups

The College does not operate a backup service on Office 365. Microsoft creates backups of Office 365, which would be used solely in the event of a disaster.

¹ See Policies for Online Services at <http://trust.office365.com>

² *Act respecting Access to documents held by public bodies and the Protection of personal information*, CQLR chapter A-2.1.

Accidentally deleted files or folder are available for recovery through the Recycle Bin of a Site or OneDrive Business for a period of thirty (30) days. Additionally, file versioning can be enabled in order to backtrack changes.

Deleted emails can be recovered for a period of twenty-eight (28) days. They remain in the Deleted Items folder for fourteen (14) days. After that period, right click on the folder and choose 'recover deleted items'.