



# UCMERCED

## UC Merced Club/Organization E-Mail Account Agreement

The use of the [club@ucmerced.edu](mailto:club@ucmerced.edu) e-mail is a privilege granted to the recognized clubs and organizations at The University of California, Merced. When using an account on [clubs@ucmerced.edu](mailto:clubs@ucmerced.edu), you agree to:

1. Take no actions which violate the Student Code of Conduct, Classified Staff Personnel Policy Manual, or University Handbook for Appointed Personnel.
2. Use the Club/Organization account for appropriate purposes only. Inappropriate uses includes, but is not limited to:
  - Sending harassing messages or, in any way, harassing other computer users
  - Gaining OR attempting to gain, on any computer or network system, access to accounts or files without the owner's permission
  - Playing games (e.g., MUD, etc.)
  - Advertising
  - Making unauthorized copies of any copyright-protected software, regardless of source
  - Taking action that threatens the security of the computer system, or that destroys or damages computer resources.
3. Use the account only for business of the Club/Organization the account is created for. The account is being created for the organization, and no personal business should be conducted through this account. The signers of this agreement are acting as representatives of the organization, and all files and contents of the account are owned by the organization, not the person(s) with access to the account

\_\_\_\_\_ Yes, I have read, understood and agree with these statements. If I do not agree, my Club/Organization account will not be enabled. Failure to abide by these policies will result in revocation of my Club/Organization privileges to use UC Merced computing facilities. Although there are backup procedures in place, and since recoverability of data cannot be guaranteed, use of my account is at my risk. The courts consider files, data and disks as UC Merced property and, therefore, subject to subpoena. Although the amount of space allocated on the clubs.ucmerced.edu server is limited, the server should not be used as storage medium for files that are not used actively by the club's e-mail.

\_\_\_\_\_ Yes, I understand that I am the primary person responsible for this account and I am advised that no more than two (2) persons are recommended to have access to this account.

Is this a new or existing account?      \_\_\_\_\_ New      \_\_\_\_\_ Existing

Name you would like for your RCO email account (note: must be RCO name first)

Ex: [club@ucmerced.edu](mailto:club@ucmerced.edu)

Email Account Name: \_\_\_\_\_

Full Name of Club/Organization (no abbreviations):

\_\_\_\_\_

Please **print** the names of all the people within your unit that will have login access to this account:

\_\_\_\_\_

\_\_\_\_\_

E-mail manager's name: (please print)

Phone #: (will not be published)

\_\_\_\_\_

\_\_\_\_\_

Club Officer's E-mail Address: (Please print)

\_\_\_\_\_

E-mail manager's Signature / Date:

\_\_\_\_\_

\_\_\_\_\_

Organization/Club President's Name: (please print)      Phone #: (will not be released)

\_\_\_\_\_

\_\_\_\_\_

Organization/Club President's E-mail Address (please print) (must be in ucmerced.edu domain)

\_\_\_\_\_

Organization/Club President's Signature: \_\_\_\_\_