
Terms of use for Google Workspace and Microsoft 365 services for UOC students

Security Committee

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Version log

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1. Purpose

The **Universitat Oberta de Catalunya** (hereinafter "the UOC") makes a set of **Google Workspace and Microsoft 365 services** (hereinafter "the services") available to UOC students under these terms of use, which supplement those set by [Google](#) and [Microsoft](#), respectively.

This document specifies the conditions, rights and responsibilities linked to the use of these services for members of the student body throughout their time with the UOC.

Specifically, the purpose of this document is to:

- a) Establish the criteria for the use of the services by students.
- b) Establish the responsibilities required of the persons to whom these regulations apply as a consequence of this use.
- c) Make users aware of the existence of checks carried out by the university with as little disruption as possible and only in specified cases.

The UOC has specific policies on the use of email and the use of cloud file storage, which can be consulted on the UOC's [E-Services Portal](#).

These regulations are constantly monitored and will be amended in accordance with any changes to the structural, organizational or legal conditions that may affect the UOC.

2. Scope of application

The **Terms of use for Google Workspace and Microsoft 365 services for UOC students** apply to anyone who is or has been a member of the student body.

It specifically covers the use of:

- Google Workspace services made available to students (Gmail, Drive, Calendar, Meet, and other key associated services).
- Microsoft Office 365 A1 Education licence as established at any given moment by the manufacturer for said licence (the specific terms governing this licence can be found on the Microsoft website).

Users must, therefore, make appropriate use of these services, which are provided to them to carry out their academic or learning activities. To this end, they must comply with the recommendations and regulations established herein, and are liable to the UOC and third parties for the resources assigned to them and for the actions they carry out while using them.

Any exceptions must be authorized by UOC management. Under no circumstances may users fail to comply with the terms established herein or in the associated policies: the email use policy and the cloud file storage use policy.

3. Assignment of services to UOC students

When students complete enrolment at the UOC, they will be assigned a Google Workspace account with a set of associated services, together with a Microsoft Office 365 A1 account.

The services associated with the Google Workspace account will remain active for a period of four (4) semesters from the end of the academic calendar corresponding to the last course on which the student enrolled. The email service will, however, remain active indefinitely, notwithstanding the provisions set forth in Section 9. The Microsoft Office 365 account and the services associated with it will remain active for one (1) semester from the end of the academic calendar corresponding to the last course on which the student enrolled.

In any case, the university reserves the right to rescind the student's access to the services if it detects they are using them inappropriately.

4. Purposes for which the Google Workspace Gmail service may be used

The Gmail email service is a resource provided by the UOC to students to support their academic activities. The regulations governing the use of this service are set forth in the [UOC email use policy](#). Email users must comply with the recommendations and regulations established in said policy, and are liable to the UOC and third parties for the actions they carry out when using this service. The specific regulations concerning the Gmail service that apply to students are:

- The Gmail email service offered by the UOC to students is intended exclusively for **academic use linked to their learning**, and therefore may not be used for any other purposes.
- The UOC may carry out automated checks on the use of email in order to verify that the system is operating correctly (volume of traffic, number of messages sent, etc.).
- Users must not allow or offer to allow third parties to use the email account.
- The email account must not be used to disseminate information on a mass or indiscriminate basis (spam).
- Users must not engage in propagating chain emails, pyramid schemes or similar.
- If, in the exercise of their duties, the administrative staff who manage the Google workspace service or the person responsible for security detects any anomaly

that indicates misuse of the account, they will inform the competent authority at the UOC and, where appropriate, disable the service.

- The university may rescind access to the email service in accordance with the terms established in Section 3 herein or when the user is found to be misusing it.

5. Purposes for which the Google Workspace Drive service may be used

The Google Workspace cloud file storage service is Google Drive. All data saved by the user of the Google Workspace account provided by the university are held there.

The Drive service is intended for **academic use linked to their learning**.

The regulations governing the use of this service are set forth in the [UOC cloud file storage use policy](#).

It is forbidden to use the file storage space in any way that violates the rights of third parties or the UOC, or that breaks the law.

6. Purposes for which the Microsoft Office 365 OneDrive service may be used

The Microsoft Office 365 cloud file storage service is OneDrive. All data saved by the user of the Microsoft Office 365 account provided by the university are held there.

The OneDrive service is intended for **academic use linked to their learning**.

The regulations governing the use of this service are set forth in the [UOC cloud file storage use policy](#).

It is forbidden to use the file storage space in any way that violates the rights of third parties or the UOC, or that breaks the law.

7. Storage quotas applied to the services

The service providers offer storage with **limits** to academic institutions around the world. The UOC therefore applies a quota system to accounts on each platform.

It should be noted that the storage space of an account is the total occupied by all the associated services.

For **Google Workspace**, the UOC sets an **upper limit of 15 GB** for students over the life of the account, in accordance with the terms established in Section 3 herein.

For **Microsoft 365**, the UOC sets an **upper limit of 100 GB** for students over the life of the account, in accordance with the terms established in Section 3 herein.

These upper limits may be subject to change, depending on the supplier's terms of service.

If the maximum storage quotas established in these terms are exceeded by an account user:

- Users who exceed their allocated storage allowance will be notified so they can take appropriate measures.
- It will not be possible to guarantee that the services will work correctly until the user is once again below the established limit.
- After 30 days, if the user of the affected account has not taken measures to reduce the volume of data stored to below the established limit, all the data in their account will be deleted.

8. Backups

The university is not responsible for backing up the data stored using the services. The only recovery policies that exist are those applied at any given time by the service providers.

9. Cancelling Google Workspace and Microsoft 365 accounts

After four (4) semesters from the end of the academic calendar corresponding to the last course on which the student was enrolled, the university will proceed to cancel the student's access to Google Workspace services, except for the email service, in accordance with the provisions of Section 3 herein.

However, the UOC reserves the right to permanently rescind the Google Workspace account, including the email service, due to lack of use or for operational reasons, once this period of four (4) semesters has expired. In this event, all the data associated with the account, including the content of the email, will be irrevocably deleted.

After one (1) semester from the end of the academic calendar corresponding to the last course on which the student was enrolled, the university will proceed to cancel the

student's access to Microsoft 365 services, in accordance with the provisions of Section 3 herein.

Before this procedure is carried out, the user will be notified via email to both their @uoc.edu email address and the alternative email address they have provided. The account holder is responsible for selecting and downloading in advance any content they consider should be conserved before the account is deleted.

10. Consequences of failing to comply with these terms

If the UOC detects that a student is misusing the services assigned to them under the terms of this document, they will be formally notified in writing, without prejudice to any action being taken in relation to the disciplinary measures established in the [UOC regulations on acceptable behaviour](#).

11. Confidentiality

This document is the property of the Fundació per a la Universitat Oberta de Catalunya (FUOC). It may not be used for purposes other than those for which it was issued and its content may not be disclosed to persons whose interests are not those of the university.