



JÖNKÖPING UNIVERSITY

Naming conventions and rules for Office 365 Groups/Teams

Definition

“Office 365 Groups/Teams” means the Groups/Teams service and all other Office 365 services that, in one way or another, are based on or embrace the Office 365 Groups/Teams function. However, Groups/Teams is not an Outlook distribution list or contact group.

Naming conventions

The following naming conventions are strongly recommended because they result in a more transparent and user-friendly structure for Groups/Teams in Office 365 Groups/Teams. To make it easy for users to understand what your group/team is about, remember to use a unique, highly descriptive name for your operations.

- Office 365 automatically gives Groups/Teams the prefix “G-”.
- Staff members are to name Groups/Teams in accordance with the principle “Company-Department-Operations” (e.g. HS-IT-xxx). Where operations cross department boundaries, use the principle “Company-Operations” (e.g. HS-xxx). Where operations cross company boundaries, use the principle “JU-Operations” (e.g. JU-xxx).
- Students are to name Groups/Teams in accordance with the principle “Student-School-Operations” (e.g. Student-JTH-xxx). Where operations involve several schools, use the principle “Student-JU-Operations” (e.g. Student-JU-xxx).

Rules

In addition to the general rules in the University’s “terms of responsible use”, the following also apply to Office 365 Groups/Teams:

- The purpose of Groups/Teams is to support the operations or tasks inherent in work or studies.
- Groups/Teams must not contain data that: is confidential under Sweden’s Public Access to Information and Secrecy Act or under legislation regarding transgressions of the law; or, comprises personal details under Sweden’s Personal Data Act.
- Groups/Teams must not be used for commercial operations.
- Groups/Teams must not be used in any manner that: encroaches on the private lives of others; seeks to insult or degrade others; illegally disseminates copyright protected material; incites crime; contravenes Swedish law; or, is otherwise inappropriate, offensive, disturbing, vulgar, obscene or indecent.

- Each group's/teams' owner is fully responsible for the group's/teams' data and content not contravening: the University's terms of responsible use and regulations; or, Swedish law.
- Jönköping University reserves the right to change the names of Groups/Teams when there are operational reasons for such change.
- Jönköping University reserves the right to close down or remove Groups/Teams where: this is necessary to ensure operational reliability; there are reasonable grounds to suspect there is a breach of the University's terms of responsible use and regulations; or, there are reasonable grounds to suspect a contravention of Swedish law.
- Jönköping University reserves the right to remove (after information has been emailed to the group owner) any group/team that has not been used for 12 months.

Sanctions

Sanctions are as per the terms of the Contract of liability.

Reporting

When a student or a staff member considers that someone is contravening the above rules, the contravention is to be reported via abuse@ju.se.

The grounds for the report must be appended. The account supervisor is then to take a decision and implement any sanctions.

Changes

Changes to this document are to be processed in the same way as changes to Contract of liability, see <http://ju.se/ansvar>.