



JÖNKÖPING UNIVERSITY

Naming conventions and rules for Office 365 Teams

Definition

"Office 365 Teams" means the 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 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 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 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.
- 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.
- Teams must not be used for commercial operations.
- 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 'teams' owner is fully responsible for the 'teams' data and content not contravening: the University's terms of responsible use and regulations; or, Swedish law.
- Jonkoping University reserves the right to change the names of Teams when there are operational reasons for such change.
- Jonkoping University reserves the right to close down or remove 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.
- JU reserves the right, after providing information via email to the group owner, to remove groups that have not been used for 12 months
- Jonkoping University reserves the right to put new owners in Groups that do not have owners. As a new owner, Staff are primarily appointed. If there is no staff in the Group, ownership is put in alphabetical order among the Group members.
- JU reserves the right to remove Groups after six (6) months of inactivity with the possibility of recovery for 30 days after removal. Removal is preceded by warning mail in accordance with Office365's standardized design

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>.