

7/2020. (VII. 1.) Rector's Order
on Application Rules of Microsoft Office 365 for Students of Károli Gáspár University
of the Reformed Church in Hungary

Pursuant to Act XII of 2020 on the containment of coronavirus and the related government decree, in compliance with the Fundamental Law of Hungary, in accordance with Act CCIV of 2011 on the National Higher Education and Act CXII of 2011 on the right of informational self-determination and the freedom of information I hereby issue the following order (hereinafter Order) on the application rules of Microsoft Office 365 programme package (hereinafter MS 365) for the students of Károli Gáspár University of the Reformed Church in Hungary (hereinafter the University).

1. The University provides its students with MS 365 first and foremost in order to assist their study, research and cultural activities, and ensures the safe and effective use of the services and applications included in MS 365.
2. The scope of the Order covers the services, uses and applications provided by MS 365.
3. Within the framework of MS 365 the University provides services and applications to those having student status with the university (hereinafter: student) from the date of establishment of the student until the 90th day after its termination.
4. The students of the university may access the services on <http://portal.office.com>.
5. The services and applications provided by MS 365 are granted on the basis of the agreement Microsoft Enrollment for Education Solutions (hereinafter Agreement) concluded between the University and Microsoft Hungary Ltd. Under the Agreement the content of the services might be unilaterally modified by Microsoft Corporation therefore the University cannot take responsibility for the availability of the applications. Detailed information on the services are available on <https://english.kre.hu/index.php/information-for-international-students/office-365.html>.
6. While using the services and applications provided by MS 365 the students are required to comply with the licence terms.
7. The email address @cloud.kre.hu and the Microsoft Outlook email application provided by the University can be used for communication with the staff and students of the university as well as with other persons and organisations outside of the university on condition that the university – while respecting the students' freedom of expression – expects the students to comply with the following requirements:
 - a) It is explicitly forbidden to violate the dignity of national, ethnic, racial or religious communities and that of the staff of the university. The correspondence must not aim at delivering opinion on sexual, obscene contents or on those going beyond the bounds of decency and morality or on extremist political views.
 - b) It is prohibited to send and forward unsolicited mails or those infected by computer virus or email bombs through the email application.
 - c) It is forbidden to sign in on websites incompatible with the university life, or on those disparaging the University (including social media sites).

- d) In case of electronic correspondence the confidentiality of mail shall be treated in the same way as in case of traditional correspondence, thus the emails or the user's mailbox may be checked only in highly justified cases (troubleshooting) with the user's consent, or in case of the legal inquiry of the investigating authorities.
8. In case of non-observance of the obligations set out in point 7 the University is entitled to suspend or, in case of serious violation of the terms of use attributable to the students, to terminate the access to MS 365 services. In case of infringement the University will take legal actions, including, where appropriate, criminal complaints in accordance with the applicable legislation.
9. Regarding that MS 365 is provided only to those having student status with the university the student should take care of downloading his/her emails and other data used within the framework of MS 365 services and applications and should ensure that the content of the mailbox could be stored elsewhere before the expiration of his/her entitlement to MS 365. At the end of the period specified in point 3 the University will automatically delete the mailbox and its contents without prior notice to the user.
10. Present order enters into force on 1 July 2020.

Date: Budapest, 1 July 2020


Dr. Ágnes Czine
Acting Rector

