

Yammer - acceptable usage policy

Our Yammer channel is open to all current University of Essex staff and students. We encourage you to use this community to help with your work or study, develop working relationships, connect with like-minded individuals, and reach out for help where you need it. However, there are a few simple house rules we ask you to follow:

Your details and data

1. Use your real name and photograph to enhance communication.
2. Be aware that this is a public space – your details are visible to everyone else in the Yammer community.
3. **Don't lose your data.** Yammer isn't a recordkeeping system and shouldn't be used as such. As soon as postings on Yammer become something that needs to be formally recorded (e.g. discussion leading to a business decision or study notes you want to keep), then additional records must be created and stored outside of Yammer. We do not offer a data retrieval service for Yammer.
4. **Only share stuff you are allowed to.** Information on Yammer is for internal use only: don't share it outside the University without specific approval from the relevant user.
5. **We keep your information safe.** Yammer is hosted on the Office365 cloud service hosted in the EU and governed by EU data protection policies.

Groups

1. If you want to create a group name it carefully – there's lots of other groups out there.
2. Only create a group if you really need it.
3. The University withholds the right to remove any groups it deems unsuitable or offensive.

House rules

1. **Be nice.** Not much more to say: no haters, no trolling, no hijacking posts.
2. **Be polite.** What's said here is visible to your lecturers, employer, line manager, colleagues and peers. Please keep it professional.
3. **Be safe.** Don't get too personal or belligerent and protect your own privacy.
4. **Be secure.** Confidential information should only be shared as allowed by University policies, preferably NOT within a collaborative network such as Yammer; but if Yammer is used, then we recommend using a private group whose members need to know that information for business or study purposes.
5. **Be appropriate.** This community is for and about your University - no spamming, unrelated or inappropriate posts please. We don't moderate posts on Yammer, so whatever you put on there is your responsibility. Please bear in mind that it is a public forum which others can access, so don't do anything in Yammer that you wouldn't do elsewhere in the University.
6. **Be responsible.** Usage of software and cloud storage provided by the University of Essex is governed by the same standards and documents for other university resources.

It's your responsibility to follow guidelines. Violation of the policies below may result in suspension of network access or other information service privileges, disciplinary action, and legal proceedings.

Social media approach and policy: <http://www.essex.ac.uk/wag/social/>

Guidelines for the use of IT facilities: <http://www.essex.ac.uk/it/about/guidelines/>

Records Management Policies: http://www.essex.ac.uk/records_management/policies/default.aspx#r

Information posted on Yammer is attributed to the individual and does not necessarily reflect the views and opinions of the University. Any official University announcements should be made through standard communication channels and not linked back to content stored on Yammer.