

Microsoft 365 Teams Usage Agreement

By submitting this request to be assigned as a Teams Owner to Microsoft Teams account, the requestor understands and agrees to the following regarding the access and operation of their Teams environment:

1. Microsoft Teams (i.e. Teams) is to be used for business and activities related to the Teams' user group for Colorado State University Pueblo, and must abide by the Acceptable Use Policy for the CSU System (linked below).
2. Activities and processes that are related to faculty courses or classes must continue to be held through CSU Pueblo's other educational platforms (e.g. Blackboard).
3. There will be two Teams Owners on a Teams account at all times, in addition to the administrative CSUP ITS_Dept service account which operates as a third owner of the Teams account.
4. The administrative CSUP ITS_Dept service account must remain on the Teams account at all times for the safety and security of the account.
5. Changing the name of a Teams account requires prior approval from the CSUP ITS_Dept service account, and must be requested through a Support Ticket.
6. Teams Owner(s) acknowledge that only CSU accounts may be included as Teams members at this time, and that the Owner(s) are responsible for adding and removing university and student employees as needed.
7. Teams Owner(s) understand that data shared and uploaded through Teams will need to be classified as Private, Restricted, or Public and that files and folders containing Personally Identifiable Information (PII) must be identified as Confidential.
8. Teams Owner(s) are responsible for the usage of the 3rd party applications available in Teams. 3rd party applications outside of Microsoft applications are not supported by the IT department at CSU Pueblo.

Reference: <https://csusystem.edu/wp-content/uploads/sites/7/2020/10/CSU-System-Acceptable-Use-Policy-final-signed-pdf-1.pdf>

Reference: <https://docs.microsoft.com/en-us/microsoftteams/security-compliance-overview>