



INFORMATION TECHNOLOGY SERVICES (ITS)

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Retirement Email Transition and Ending Access to Current Email

As you transition into retirement, there are a few important details to address regarding your email access. After your last day of work, you will no longer have access to your current Ramapo email address. This email will be deactivated, and you will no longer be able to send or receive messages through that account.

Exception for Emeriti

I am expected to be nominated for Emeritus status. I have read the user agreement attached as well as [the Emeritus policy](#). Therefore, I am not requesting a retiree email at this time and will retain my current email for one year at which my Emeritus status will be verified.

Requesting a Retiree Email

As a retiree with 10+ years of Ramapo service, you are eligible for a dedicated email address (example – [jdoe@retiree.ramapo.edu](#)) that will allow you to continue communicating even after your employment ends. Please indicate below whether you would like a retiree email address to be set up for you. While you have the option to forgo receiving a retiree email account at this time, please note that you retain the eligibility to request one at a later date.

Please let us know if you will require this service below (choose one option):

Yes, I would like a retiree email address.

Yes, I would like a retiree email address and I need assistance forwarding some emails from my employee account to the retiree account.

No, I do not need a retiree email address.

If you select either option for “Yes,” please provide the following information and read then sign the user agreement:

Cell Phone # (based in USA): _____ Personal Email: _____

Employee Signature

Date

To be filled out by POER:

This employee has fulfilled the requisite number of service years at Ramapo College to qualify for a retiree email account.

POER Signature

Date

Ramapo College Alumni Email and Retiree Email Terms Of Service and User Agreement

This Terms of Use Policy ("Terms") governs your use of the Alumni E-Mail service or Retiree Email Service ("Service"). Ramapo College provides the Service to you free of charge for your personal, noncommercial use. Your use is contingent upon your compliance with these Terms. Ramapo College may terminate your access to the Service at any time if Ramapo College determines, in its sole discretion, that you have not complied with these Terms. Ramapo College may modify these Terms at any time. By accessing the Service, you agree to review these Terms periodically to ensure that you are able to comply. You will immediately cease using the Service if you will not, or cannot, comply with these Terms at any time. By accessing the Service, you agree to these Terms.

Your Use of the Alumni E-Mail Service

Use of the Service is restricted to the personal, noncommercial use of Ramapo College alumni and eligible Ramapo College retirees. You may not sell, license, assign, or otherwise transfer your right to use the Service. Your login credentials are personal to you and may not be shared with any other person or entity. You agree to use the Service in accordance with all applicable laws, regulations, and Ramapo College policies, including, but not limited to, these Terms.

Restrictions on How You May Use the Service

You agree that you will not:

- Use the Service for the benefit of a commercial enterprise, such as selling products or conducting business activities.
- Use the Service in any way that disparages Ramapo College.
- Use the Service in any way to harass, denigrate, threaten, intimidate, or abuse any person.
- Use the Service to transmit any illegal content.
- Permit any third party to use the Service for its own benefit or the benefit of any other party.
- Impersonate any person or entity, including, but not limited to, a Ramapo College employee or student, account administrator, or other User, or falsely state or otherwise misrepresent your affiliation with Ramapo College.
- Provide passwords or other log-in information to any third party.
- Use the Service to upload, transmit, or otherwise make available any unsolicited or unauthorized advertising, promotional materials, "junk mail," "spam," "chain letters," "pyramid schemes," or any other form of solicitation.
- Use the Service to upload, transmit, or otherwise make available any malicious computer code, files, or programs, including, but not limited to, viruses, worms, or Trojan horses.
- Interfere with or disrupt the Service or servers or networks connected to the Service, or violate any requirements, procedures, policies or regulations of networks connected to the Service.
- Modify, adapt, or hack the Service, including by using any non-public APIs, or otherwise attempt to gain unauthorized access to the Service or its related systems or networks.
- Use the account to register a domain name or a website.

- Use the account to store any copywritten material to which you do not own the copywrite.

Your failure to comply with these Terms or any applicable law may result in the termination of your access to the Service. Ramapo College may revoke your access at any time if Ramapo College determines, in its sole discretion, that you have not complied with these Terms.

When Ramapo College May Terminate Your Access to the Service

Ramapo College may terminate your access to the Service if:

- Ramapo College determines, in its sole discretion, that you have failed to comply with these Terms or any applicable law.
- Ramapo College ceases to make the Service generally available to alumni or retirees.
- You have not logged into the Service in more than six (6) months.
- Ramapo College deems your storage usage excessive.

Ramapo College will use reasonable efforts to provide you with prior notice of termination. Such notice may be sent to you via e-mail.

How Ramapo College May Access and/or Share Your Information

Except as provided in these Terms, Ramapo College will not sell or share your information without your consent. Ramapo College uses Google's G Suite for Education to provide the Service to you. Ramapo College manages your account and has access to your account and its contents. Ramapo College may:

- Access and retain information stored in your account, like your email.
- View statistics regarding your account, like how many apps you install.
- Change your account password.
- Suspend or terminate your account access.
- Receive your account information in order to satisfy applicable law, regulation, legal process, or enforceable governmental request.
- Restrict your ability to delete or edit your information or your privacy settings.

Google also collects information based on the use of the Service. By accessing the Service you agree to Google's G Suite for Education Privacy Policy. If you do not agree to the terms of Google's G Suite for Education Privacy Policy, or any other Terms of Use governing the Service as may be posted by Google, do not use the Service.

Limitation of Liability

EXCEPT AS OTHERWISE SET FORTH HEREIN, TO THE EXTENT PERMITTED BY APPLICABLE LAW, YOU ACKNOWLEDGE AND AGREE THAT THE SERVICE IS PROVIDED ON AN "AS IS" AND "AS AVAILABLE" BASIS. RAMAPO COLLEGE EXPRESSLY DISCLAIMS, TO THE MAXIMUM EXTENT PERMITTED BY LAW, ALL WARRANTIES, EXPRESS OR IMPLIED, ORAL OR WRITTEN, INCLUDING, WITHOUT LIMITATION, ANY (a) WARRANTY THAT THE SERVICE IS ERROR-FREE OR "BUG"-FREE, ACCURATE, SECURE, OR RELIABLE; (b) WARRANTY THAT THE PRODUCTS WILL OPERATE WITHOUT

INTERRUPTION; (c) WARRANTY THAT ALL ERRORS WILL BE CORRECTED OR THAT THE SERVICE WILL COMPLY WITH ANY LAW, RULE, OR REGULATION; (d) IMPLIED WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, TITLE, OR NON-INFRINGEMENT; (e) IMPLIED WARRANTIES ARISING FROM STATUTE, COURSE OF DEALING, COURSE OF PERFORMANCE, OR USAGE OF TRADE; AND (f) WARRANTY THAT THE SERVICE WILL MEET YOUR REQUIREMENTS. RAMAPO COLLEGE WILL NOT BE LIABLE FOR DAMAGES OR LOSSES (IN CONTRACT, STATUTE, TORT, OR OTHERWISE), INCLUDING DAMAGES FOR LOST PROFITS, LOST SAVINGS, COST OF REPLACEMENT SERVICES, LOST DATA, LOSS OF USE OF INFORMATION OR SERVICES, OR ANY INCIDENTAL, CONSEQUENTIAL, EXEMPLARY, PUNITIVE, OR SPECIAL DAMAGES, REGARDLESS OF WHETHER RAMAPO COLLEGE HAS PREVIOUSLY BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES. HOWEVER, SOME JURISDICTIONS DO NOT ALLOW THE EXCLUSION OR LIMITATION OF LIABILITY FOR CONSEQUENTIAL OR INCIDENTAL DAMAGES, SO THE ABOVE LIMITATION ONLY APPLIES TO THE EXTENT PERMITTED BY APPLICABLE LAW. RAMAPO COLLEGE'S MAXIMUM LIABILITY UNDER THESE TERMS SHALL NOT EXCEED ONE DOLLAR (\$1.00).

Indemnification

You agree to defend, indemnify, and hold harmless Ramapo College, its officers, directors, employees, agents, licensors, and suppliers, from and against all claims, actions, demands, liabilities, judgments, and settlements, including, without limitation, reasonable legal fees, resulting from, or alleged to result from, your use of the Service in violation of these Terms.

General

These Terms constitute the entire agreement between you and Ramapo College with respect to the Service and supersede all prior or contemporaneous understandings regarding such subject matter. These Terms will be governed by and construed in accordance with the laws of the State of New Jersey, without regard to its conflict of laws rules. Any disputes arising under these Terms or in connection with the Service will be subject to the exclusive jurisdiction of the state and federal courts located in New Jersey. If any provision of these Terms is held by a court of competent jurisdiction to be invalid or unenforceable, then such provision will be construed, as nearly as possible, to reflect the intentions of the parties, and all other provisions will remain in full force and effect.

Contact Us

If you have questions or comments about these Terms, please contact us at helpdesk@ramapo.edu.

Signed on date: _____
(mm/dd/yyyy)

User's Full Name: _____
(Lastname, Firstname)

User's Signature: _____