

GROUP MESSAGING

Section: Information Technology

Policy: Microsoft Teams is the only group messaging application permitted for use by University Housing staff members for departmental business.

Purpose: This policy clarifies the use of group messaging applications by housing staff members for housing-related business.

Scope: This policy applies to all student and full-time staff members of University Housing.

Background: Microsoft Teams is the only group messaging application supported by Enterprise Information Technology Services (EITS). Other applications, such as GroupMe, Slack, Messenger and WeChat do not guarantee the security of staff and student data, nor are they compliant with ADA standards set forth by the Disability Resources Center. Teams communications are subject to the state of Georgia's open records law.

Procedure:

- I. To install Microsoft Teams on housing computers or to add new Teams, submit an IT ticket.
- II. Training on how to use teams is available on LinkedInLearning.com; staff may log in with their MyID to access LinkedInLearning.com.
- III. The creator of the team is responsible for maintaining and auditing team membership to include or discontinue membership.
- IV. Group members are expected to use Microsoft Teams with the same professional standards as they do in other forms of work-related communication.

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Revised: December 11, 2020

Created and approved by management team: March 5, 2019