Information Technology Committee

Agenda for meeting of Tuesday, February 27, 2024, 3:00 p.m.
Zoom Meeting:

- Call to Order

- Approval of the Minutes for February 13, 2024 Meeting

- Old Business

  - AI for Research (Doug Backman, Office of Compliance)

    - Questions he left with:
      - What is research misconduct? How restrictive does a policy need to be?
      - How is AI generated text cited? Does citing AI address plagiarism threat?
      - What are the affordances and limitations of using Microsoft copilot for research purposes, for example, with our own data (student work product)? Does this get listed as the method of data analysis on IRB?
    - He is reviewing/researching and may return to a future meeting
  - Duo→Microsoft MFA Transition

    - Update

  - Cisco Umbrella
    - Had another time-sensitive off-hours block
    - Do we have to block "new" sites?
    - Can we have pass codes issued?

- New Business

  - Draft of UCF Policy 4-010.2 Student Email Policy

  - UCF E-mail "Safe Link" Re-writer

    - Can the link be re-written but the original link be displayed on the screen?

  - Heads up: Digital Accessibility Policy

- - - Future meeting (March 25): Kristeena LaRoue, Deputy ADA Coordinator Digital Accessibility & Universal Design
    - Knowledge of policy - requests for tools, resources, staff
    - General lack of awareness about what is accessible and what's not accessible - sending images in emails, how to add content to websites, meeting settings
    - Issues with lockdown browser when using certain accessibility software - Kurzweil 3000
    - Inconsistency with what is installed on computers in computer labs
  - Anything from UCF IT?
  - Any other new business

- Adjournment

Draft – Student Email Policy

Policy Number	4-010.2
Responsible Authority	Associate Vice President and Chief Information Security Officer
Initiating Authority	Vice President for Information Technology and Chief Information Officer
Effective Date	
Date of Origin	8/31/2009

APPLICABILITY/ACCOUNTABILITY

This policy applies to all UCF students and to university employees who communicate with UCF students through electronic mail.

POLICY STATEMENT

Electronic mail is a timely and effective means of communicating with students. All university employees and offices that use electronic mail to send official academic communications to students will use the students' O365 Email addresses.

DEFINITIONS

Office 365 (O365) Email. The official university-provided student electronic mail service. The O365 Email system is operated on behalf of UCF by Microsoft Corporation using the Office 365 platform.

Student. A person who has been admitted and indicated an intention to attend UCF.

J-1 Scholar. Individuals who come to the United States under the Department of State's Exchange Visitor program for the purpose of increasing mutual understanding between the people of the United States and the people of other countries by means of educational and cultural exchanges. Exchange visitors accomplish this by teaching, lecturing, consulting, and/or conducting research for educational institutions such as the University of Central Florida.

DS-2019. The Form DS-2019 or "Certificate of Eligibility for Exchange Visitor (J-1) Status" is the basic document used in the administration of the exchange visitor program.

F-1 Visa. The F-1 visa allows a student to temporarily live in the United States for a defined period while studying at a school, college, seminary, or conservatory.

OPT. Optional Practical Training is a benefit available to international students in F-1 immigration status who are enrolled in, or completing, a degree program in the United States.

PROCEDURES

Assignment of student email

Each student will be required to use an O365 Email account ([NID]@ucf.edu) at no cost to the student. O365 Email accounts will be available to students through an automated process once fully matriculated for registration at UCF; some program matriculation dates may vary. These accounts must be activated before the University can correspond with its students using the official email accounts. After graduation, or the completion of the final enrolled semester, O365 Email access will remain active according to the following guidelines: one year for students, J-1 Scholars who reach their DS-2019 end date and J-1 Scholars or F-1 Visa holders will be active for three years after their completion date or after their OPT ends or OPT extension end date. All university business processes that collect student email addresses shall treat students' O365 Email addresses ([NID]@ucf.edu) as the official campus email address. Students can establish an alternate, or alias, O365 Email name by using the self-service process in the UCF IT Support portal. Students may only create one email alias.

Expectations about student use of email

Each student is responsible for all University information sent to their respective O365 Email account and is expected to read their electronic mail on a regular basis. Students have the responsibility to recognize that certain communications may be time-critical.

RELATED DOCUMENTS

UCF Policy 4-006.1 Broadcast Distribution of Electronic Mail
https://policies.ucf.edu/

UCF Policy 4-016.1 Email Provisioning, De-provisioning, and Use Policy
https://policies.ucf.edu/

CONTACTS

Information Security Office, Chief Information Security Officer, infosec@ucf.edu, 407-823-3863