

DEPAUW UNIVERSITY  
INFORMATION TECHNOLOGY (IT) ACCOUNTS POLICY  
(13-OCTOBER-2015)

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## **I. IT ACCOUNT ISSUANCE**

At DePauw, Information Technology (IT) accounts allow employees, students, and other authorized persons as described in this document to gain access to DePauw electronic communication facilities and other University IT resources. These accounts include email, network shared files (e.g., I, U, and P drives), e-Services, Moodle, computer lab access, Oracle E-Business Suite, Libraries, and a number of other applications.

University IT accounts are intended to be used primarily for official University business, including employee and student academic pursuits, and employee administrative, personnel and/or business matters. Policies about the use of IT accounts are governed by the

By convention, an account name assigned to an individual is derived using the assignee's full formal name (e.g., josephsmith or janebdoe). Exceptions to this convention are rare and must be approved by the University Administrator as noted.

### **A. Faculty and Staff Members**

At the start of employment, each employee is assigned a unique IT account username associated exclusively with that person which provides access to electronic resources needed to carry out his/her job duties.

The Director of Human Resources or the Chief Information Officer must approve exceptions to the account naming convention.

### **B. Students**

Each student is assigned a unique IT account username associated exclusively with that person which provides access to electronic resources needed to carry out his/her academic pursuits.

By convention, a student account name is derived using a combination of the student's graduating class year and his/her full formal name (e.g., josephsmith\_2011 or janebdoe\_2014). (An Alpha Student account is derived using the assignee's full formal name.) The Registrar or Vice President for Academic Affairs must approve exceptions to this convention.



**II.**

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is longer. After that time the accounts will be removed.

### **Re-Employed Retired Staff Members**

A retired staff member who is employed in any part-time or full-time role as designated by Human Resources will be assigned IT account access needed to carry out his/her work activities for the duration of his/her active employment appointment.

### **Deceased Retirees**

Upon notification of a retired employee's death, his/her remaining IT accounts will be disabled. Account information will be preserved in the disabled accounts for 90 days or until a date designated by the Director of Human Resources, whichever is longer. After that time the accounts will be removed.

## **C. Students**

### **Graduating Students**

All IT accounts of graduating students will be disabled and removed on October 31 during the fall term following graduation.

### **Withdrawing Students**

All IT accounts of a student who withdraws from the University or who is an "Unofficial Graduate" will remain active for a grace period of one full academic year and will be disabled on October 31 following the grace period. Disabled accounts will be reviewed annually and removed as directed by the Registrar.

### **Alpha Students**

IT accounts of Alpha Students who are no longer enrolled at the University will be disabled and removed as directed by the Registrar.

## **D. Contingent Workers**

### **Contingent Workers**

Access to IT accounts of a contingent worker separating from the University will be disabled immediately upon his/her separation from the University. In those instances where account information should be preserved, the accounts will remain disabled for 90 days or until a date designated by the Director of Human Resources, the Chief Information Officer, or a University Vice President, whichever is longer. After that time the accounts will be removed.

### **Auto-Reply Notification**

A separated contingent worker whose accounts have been disabled may

### **Visiting Summer Research Students and Summer Student Employees**

IT accounts of visiting summer research students and temporary summer student employees will be disabled and removed immediately following their last day of service.

### **Workshop Accounts**

Guest accounts created for an event such as a workshop, conference or camp will be disabled and removed immediately after the event has concluded, when directed by the University faculty or staff sponsor of the person/group holding the guest account(s), or within 30 days after the event conclusion, whichever is shorter.

### **F. University Departments, Programs and Groups**

A special group email account will be disabled and removed when requested by the University department, program or group to which it is assigned.

### **G. Account holders for whom the University orders termination of access**

The University reserves the right to terminate any IT account holder's access without notice in the case of the his/her violation of the \_\_\_\_\_ or any other University policy, termination of employment or other formal relationship with the University, expulsion, or any other situation in which University Officials deem that continued access by that individual may place either the University or the individual at risk.

In instances where the University orders that access to IT accounts of a faculty member, student, staff member or other IT account holder be terminated, the accounts will be disabled immediately. Account information will be preserved in the disabled accounts for 90 days or until

### III. DEFINITIONS

: Employee means any and all full- and part-time, temporary and regular University employees including, but not limited to faculty members, administrators, instructors, staff members, and classified personnel who have been authorized to use DePauw electronic communication facilities.

: Student means any student who has paid a deposit or is currently enrolled in the University.

: Guest or Contingent Worker means any person not directly designated as an employee or student, but who has been authorized to use the electronic communication facilities.

Retiree or Emeritus Employee means any official retiree or emeritus faculty member as defined by the criteria specified in the University Retirement Policy.

Guest Faculty Scholar means any person designated as such by the Vice President for Academic Affairs.