

# OFFICE OF INFORMATION TECHNOLOGY

## Policies and Procedures Manual

### 2.8. Student/Alumni Computer Account Retention Policy

#### 2.8.1. Approval and adoption

Approved by the Chief Information Officer and the Executive Vice President and adopted effective 10/03/2003.

- 2.8.1.1. Modified to end alumni of University of La Verne “automatic pass-through” account name retention and initiate optional pay-for-use e-mail accounts. Approved by the Chief Information Officer and the Executive Vice President and adopted effective 7/12/2004.
- 2.8.1.2. Modified to expand from “e-mail account retention” to “computer account retention” to address all student-issued computer accounts, rather than just e-mail accounts. Approved by the Chief Information Officer and the Executive Vice President and adopted effective 5/16/2005.
- 2.8.1.3. Modified to eliminate the optional pay-for-use e-mail account option. Approved by the Chief Information Officer and the Executive Vice President and adopted effective 5/19/2005.
- 2.8.1.4. Modified to allow alumni, at the University’s discretion, to keep their Google-based Gmail accounts indefinitely after graduation. Approved by the Chief Information Officer and the Executive Vice President and adopted effective 9/4/2008.
- 2.8.1.5. Modified to clarify ownership of, and access rights to, University provided accounts. Approved by the Chief Information Officer and the Executive Vice President and adopted effective 9/3/2009.
- 2.8.1.6. Updated naming of ULV to La Verne as well as formatting of document. Reviewed and approved by the Chief Information Officer and Vice President for Facilities & Technology Services and adopted effective 11/1/2017.

#### 2.8.2. Purpose

- 2.8.2.1. To provide guidelines regarding the retention and ownership of computer accounts for students and alumni of the University of La Verne.

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“Computer Accounts” are any electronic accounts including, but not limited to email, file shares, learning management system, content management systems, portals, etc.

- 2.8.2.2. This policy does not apply to MyLaVerne (self-service) accounts, which students are eligible to keep even after graduation.

### 2.8.3. Policy

- 2.8.3.1. Computer accounts are a privilege, not a right. Violation of the University’s “Appropriate Use and Information Security/Confidentiality Policy” may result in the termination of computer account privileges.
- 2.8.3.2. Active students (as defined by admission policies in the University catalog) are eligible to retain their University of La Verne computer accounts as long as they remain in active status and follow the University’s policies. Computer accounts of students who become inactive (no longer eligible to enroll in classes) will be disabled and may be deleted.
- 2.8.3.3. University of La Verne graduates may retain their University computer accounts for four months after graduating, at which time their accounts (with the exception of University-provided Gmail/Google Apps accounts) will be disabled and may be deleted (unless the student has applied for or registered in additional programs at the University of La Verne).
- 2.8.3.4. At the discretion of the University of La Verne, University-issued email (Gmail/Google Apps) accounts may be retained by students and alumni indefinitely. The retention of these email accounts is dependent on the University continuing to use Gmail services, Google continuing to provide them to the University at no cost, ongoing active use of the accounts by the person they are assigned to, and compliance with University policies.
- 2.8.3.5. University domain (@laverne.edu) email accounts for students and alumni are provided through the Google educational Gmail offering (Gmail and Google Apps). As the Google Apps/Domain Administrator for these accounts, the University reserves the right to access student and alumni accounts in conformity with Google’s Customer Agreement.
- 2.8.3.6. By using a University-provided computer account (including Gmail), the End User (student/alumni) specifically understands and agrees to the University’s right to access, monitor, use, or disclose information contained in the those accounts as deemed necessary or appropriate by the University administration.

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### **2.8.4. Procedure**

- 2.8.4.1. All students and alumni with University of La Verne e-mail accounts will receive this policy or a link to it on a frequent basis.