

DEPAUW UNIVERSITY
INFORMATION TECHNOLOGY (IT) ACCOUNTS POLICY
(10-01-2010)

- I. IT Account Issuance 2
 - A. Faculty and Staff Members 2
 - B. Students..... 2
 - C. Contingent Workers..... 2
 - D. Guests and Others..... 2
 - E.

Information Officer.

Employee Family Members

II. IT ACCOUNT DURATION - DISABLING AND REMOVAL

A. Faculty and Staff Members

Faculty Members

A non-retiring faculty member separating from the University will retain his/her email account access for one semester following his/her last teaching semester at which point his/her email account will be disabled and the contents removed. Access to all other IT accounts will be disabled immediately upon his/her separation from employment.

Workshop Accounts

Guest accounts created for an event such as a workshop, conference or camp will be disabled and

III. DEFINITIONS

Employee: Employee means any and all full- and part-time, temporary and regular University employees including,