OFFICE OF INFORMATION TECHNOLOGY (OIT)
Policies and Procedures Manual

2.8. Student/Alumni Computer Account Retention Policy

2.8.1. Purpose

2.8.1.1. To provide guidelines regarding the retention and ownership of computer accounts for students and alumni of the University of La Verne. "Computer Accounts" are any electronic accounts including, but not limited to email, file shares, learning management system, content management systems, portals, etc.

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

2.8.2. Policy

2.8.2.1. Computer accounts are a privilege. University of La Verne computer accounts are eligible to retain their University of La Verne computer catalog 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.

2.8.2.3. 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)

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.

2.8.2.5.   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.

2.8.2.6.   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.

2.8.3. Procedure

2.8.3.1.   All stnts i i

2.8.4.4.   Modified to allow alumni, at the University's discretion, to k