



# Southeastern Louisiana University

## Network ID and Email Account Deprovisioning Policy

### Document History

Responsible Administrator: CIO

Responsible Office: Office of Technology

Effective Date: 5/11/2021

Approved by: President

Date of Revision/Review: 11/19/2020

Transition Period: Spring 2021 Semester

### Policy Statement

This policy outlines the criteria for deprovisioning the network ID and email account issued to an individual by the University.

### Purpose of Policy

A standardized deprovisioning policy for University issued network ID and email account allows for the adherence to federal, state and local, legal, regulatory and statutory requirements (e.g. HIPAA, FERPA, GLBA), as well as minimizes University risk for unauthorized access to University systems and data.

### Terminology

**Affiliate** - is defined as, but not limited to, any faculty, staff, student, contractor, vendor, or guest.

**Email – Electronic Mail.** An information vehicle for communications within the University and between the University community and others worldwide, which provides communications and collaboration, reliability, security, and business continuity.

**FERPA – Family Educational Rights and Privacy Act of 1974** is a law that protects the privacy of student education records.

**GLBA - The Gramm-Leach-Bliley Act (GLB Act or GLBA),** also known as the Financial Modernization Act of 1999, is a federal law enacted in the United States to control the ways that financial institutions deal with the private information of individuals.

**HIPAA - HIPAA (Health Insurance Portability and Accountability Act of 1996)** is United States legislation that provides data privacy and security provisions for safeguarding medical information.

**Network ID –** a unique network identifier assigned to affiliates. It is used in conjunction with a password for accessing many of the electronic services available at Southeastern.

**Separation** - is defined as, but not limited to, any faculty, staff, student, or contractor no longer employed, attending, or performing work for/with the University.

## Applicability

Applicability of the policy for legacy retirees and alumni will involve a phased implementation in order to provide for an orderly transition. Applicability for all others is effective with approval of the policy.

## Policy Procedure

- When a Southeastern affiliate no longer has an active role at the University, based on notification from source systems, their University network ID and email account will be inactivated as follows:

### **Alumni**

- Account will remain active for a period of three (3) months after graduation
- After three (3) months, the Southeastern network ID and email account will be deactivated
- Returning alumni officially enrolled with the University will have their account activated for so long as they are in good standing or until completion of their degree

### **Staff Employees (Terminated or Voluntary Separation)**

- Southeastern network ID and email account will be deactivated immediately
- No forwarding capabilities will be allowed

### **Faculty Employees (Terminated)**

- Southeastern network ID and email account will be deactivated immediately
- No forwarding capabilities will be allowed

### **Retirees, Faculty Employees (Voluntary Separation)**

- Southeastern network ID will be deactivated immediately
- Email Account
  - May formally request email be forwarded to an external address not exceeding ninety (90) days
  - Email forward deactivated after ninety (90) days
  - If no formal forward request is made, the email account is deactivated
  - Upon recommendation by the dean, and approval by the provost and President, account may remain active for a period not exceeding 180 days
- LMS
  - Upon request and approval by the department head, dean and provost, the Office of Technology will work with the separated faculty member, within reason, to provide course materials and data, as appropriate, from previous courses
  - Requested data must not be of a sensitive nature

### **Students (Inactive Status)**

- A student becomes inactive when not enrolled in at least one course for a period of two (2) consecutive regular academic semesters
- Southeastern network and email account will remain active during the two (2) academic semesters
- After two (2) academic semesters of non-enrollment, the student's network and email account will be disabled
- The student may then follow University procedures for reinstatement to have the account reactivated

### **Guests**

- Deactivated and deleted after the account is no longer needed

- All faculty, staff, and student network and email accounts will be preserved.
- The University reserves the right at any time to revoke an account.