

LENOIR~RHYNE UNIVERSITY

Policy and Procedure

Title: Account Policy

Division/Department: Administration and Finance/Information Technology

Purpose

The purpose of this policy is to define standards for authenticated access to Lenoir-Rhyne University's (LR) computing resources.

Policy

This policy applies to all LR Faculty, Staff, students, and vendors. For a variety of practical reasons, all services are not provided to all constituencies. Definitions of these constituencies are:

- **Faculty/Staff:** Anyone who has a long-term employment relationship (six months or more), or works at LR for a company that has a long-term vendor contract with LR (e.g., employees of SunGard Higher Education and Aramark.)
- **Students:** All students at LR.
- **Vendors:** These are short-lived accounts (<6 months) for vendors working on site, temporary staff workers, etc. Vendor accounts will be setup to automatically expire at the end of the requested duration of the account.
- **Faculty Emeritus:** Any retired faculty member retaining emeritus status.

Procedure

Account Retention and Expiration:

LR provides access to computing resources for faculty, staff, and students to accomplish their tasks while at LR. When people leave LR, access to computing resources will be removed with the exception of any faculty member retaining emeritus status. Items to be removed include userids, accounts, all computing resources tied to those accounts, and access to any shared computing resources. The items to be removed include, but are not limited to:

- Email mailboxes
- Network-based home directories
- Personal web pages
- Departmental shared directories

Student email accounts will remain active for 6 months following graduation. After that time, LR provides Alumni email accounts to its graduates upon request. The naming convention changes to username@alumni.lr.edu

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Retired faculty and staff will be granted an email address upon request. The naming convention will be username@retired.lr.edu

LR does not provide long-term access to computing resources for former faculty, staff, or students after they leave LR, excluding Faculty Emeriti.

An official Leave of Absence for faculty and staff from LR is not considered a separation from LR and all accounts will be maintained. For students, a leave of absence is treated as a separation from LR. Userids and accounts will be kept active for a specified duration.

Unauthorized Access:

Users must refrain from seeking to gain unauthorized access to computing and information resources or enabling unauthorized access.

Violation of Computing Privileges

Users must not access computers, computer software, computer data or information, or networks without proper authorization, or intentionally enable others to do so. Any incident of such will be treated as a violation of LR computing privileges and policy.

Reporting Problems

Any defects discovered in system security must be reported to the Chief Information Officer (CIO) so that steps can be taken to investigate and solve the problem.

Password Protection

Users may not at any time share their password.

Locking and/or Account Suspension:

CIO may temporarily lock and/or suspend access privileges if they believe it necessary to maintain the integrity of computer systems or networks. If legal violations, security threats, or violations of LR policy are suspected, CIO will also inform appropriate LR authorities.

Violations:

This policy is intended to provide employees, students, contractors, and vendors with acceptable use of User ID and accounts. A violation of this policy could result in disciplinary action up to and including termination.

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Author of Policy:
Chief Information Officer

Individuals Affected:
All employees of the university

Reviewed By/Concurrence From
Chief Information Officer
Academic Technology Advisory Group
Technology Committee

Approval



Chief Information Officer

March 24, 2010

Approval Date

Developed On: 01/08/2010
Revised On: 01/10/2010
03/23/2010
03/24/2010

Note: Please review the policies available online at <http://policies.lr.edu/> to confirm that this is the most recent version of the policy.