



EMAIL POLICY

Approved by the Vice President for Information Services on April 1, 2005

1. Scope: In March 2005, Information Services began migrating faculty, staff, and selected students over to a new secure, standards-based messaging and collaboration system known as Microsoft Exchange. The new system will provide timely, seamless, and integrated access to information through Microsoft Outlook 2003 (for the PC), Microsoft Entourage 2004 (for the Mac), Outlook Web Access (OWA), and Outlook Mobile Access (OMA). As part of the migration, Information Services established some standards for the naming of email accounts and the file storage associated with these accounts. These standards apply to students, faculty, staff, and members of the University community who use, access, or otherwise come in contact with the new messaging and collaboration system.

2. Policy: The purpose of this policy is to standardize the naming of email accounts and the file storage associated with these accounts. Standardizing the naming of email accounts promotes professionalism and increases security (i.e., no more first name-only accounts, generic accounts, etc.). Standardizing the file storage associated with these accounts promotes a reasonable balance between the need for storage, the integrity of the entire messaging and collaboration system, and the cost associated with maintaining the system.

2.1. Naming of email accounts – Student. The email account name for students will be the first eight characters of their last name with the two digit expected year of graduation for a total of 10 characters (e.g., Kent Thompson 2009 = thompson09, Jenny Walsh 2010 = walsh10). Replicas will be resolved by using the first seven characters of their last name and the first letter of their first name (e.g., Kent Thompson 2009 = thompso09, Jenny Walsh 2010 = walshj10). The process will repeat until we have a unique name (e.g., Kent Thompson 2009 = thompke09, Jenny Walsh 2010 = walshje10). If we still do not have a unique name, the Vice President for Information Services will decide what name to use based on input from the Network & Infrastructure Director. Students will not be allowed to change their expected year of graduation to reflect an actual graduation year.

2.2. Naming of email accounts – Faculty and Staff. The email account name for faculty and staff will be the first eight characters of their last name without any punctuation (e.g., Kent Thompson = thompson, Jenny Walsh = walsh). Replicas will be resolved by using the first seven characters of their last name and the first letter of their first name (e.g., Kent Thompson = thompso, Jenny Walsh = walshj). The process will repeat until we have a unique name (e.g., Kent Thompson = thompken, Jenny Walsh = walshjen). If we still do not have a unique name or if the user objects to the name, the Vice President for Information Services will decide what name to use based on input from the customer and the Technical Support Director.

2.3. File storage – Student. Students are authorized a maximum of 75 megabytes (MB) of storage on the messaging and collaboration system. Students will receive an electronic warning at 50 MB notifying them that their maximum storage limit is approaching. They will receive an electronic warning at 75 MB notifying them that they can no longer send email and another electronic warning at 100 MB notifying them that they can no longer send or receive email. The restriction will be lifted once their stored data goes under their 75 MB quota. Students cannot trade quotas with other students and all data that has not been accessed

for more than two years will be removed and archived to compact disk.

2.4. File storage – Faculty and Staff. Faculty and staff are authorized a maximum of 200 MB of storage on the messaging and collaboration system. Faculty and staff will receive an electronic warning at 175 MB notifying them that their maximum storage limit is approaching. They will receive an electronic warning at 200 MB notifying them that they can no longer send email and another electronic warning at 225 MB notifying them that they can no longer send or receive email. The restriction will be lifted once their stored data goes under their 200 MB quota. Faculty and staff cannot trade quotas with other faculty and staff and all data that has not been accessed for more than two years will be removed and archived to compact disk.

3. Exceptions: Exceptions to the file storage quotas require the approval of the appropriate dean or department head and the Vice President for Information Services.

4. Sanctions: Accounts and network access may be administratively suspended by the University with or without notice when, in the University's judgment, continued use of the University's resources may interfere with the work of others, place the University or others at risk, or violate University policy. Any violation of this policy by a student may lead to disciplinary charges under the appropriate student disciplinary policy, which may include expulsion or suspension of student status. Faculty and staff violations will be addressed by their respective disciplinary policies and procedures. All known and/or suspected violations must be reported to the Vice President for Information Services, who will investigate all such allegations of misuse with the assistance of Public Safety, Human Resources, Residence Life, and/or the appropriate office of the University. Penalties for faculty/staff violators may include: Suspension or termination of access to computer and/or network resources; disabling all computer and/or network services; suspension or termination of employment; and/or criminal and/or civil prosecution. Users of University computing facilities are subject not only to University policies, but also to applicable local, state, and federal laws.