

## **CNU Policy for Email and Portal Accounts.**

### **Access:**

Access to the Christopher Newport University Network is not a right but is a privilege, which is granted to individuals in designated categories. Access to all networks and computer systems owned or operated by the University entails certain user responsibilities and obligations and is granted under the University's policies as well as local, state, and federal laws. Users shall conform to legal and ethical standards; that is, they shall act in accordance with academic honesty, including respect for intellectual property and ownership of data; they will exhibit respect for system security at all levels; respect individual rights to privacy; honor the legal and ethical standards that protect the individual rights to privacy and to freedom from intimidation, harassment, and annoyance; and show restraint in the consumption of shared resources. Appropriate use of computing and networking resources shall include instruction; independent study; authorized research; independent research; communications; and official work of University divisions, from recognized student and campus organizations to various administrative departments.

### **Privacy Policy:**

The Commonwealth of Virginia's [Human Resource Policy 1.75](#) contains the following statement: "No user should have any expectation of privacy in any message, file, image or data created, sent, retrieved or received by use of the Commonwealth's equipment and/or access." The policy states that Virginia agencies, including its institutions of higher education, have "the right to monitor any and all aspects of their computer systems" and to do so "at any time, without notice, and without the user's permission." The policy applies to all state employees, including faculty and staff, and to those groups granted access to the networks and computer systems, including students, alumni, and all others who allowed this privilege by Christopher Newport University.

However, in common with its sister universities in the United States, Christopher Newport University holds as core values the principles of academic freedom and free expression. In consideration of these principles, as normal practice the University will not monitor the content of electronic communications of its employees, students or alumni, nor will it examine the content of individual electronic communications or of other electronic files stored on its systems, except under certain circumstances when such intervention is warranted. (The term "electronic communications" includes telephone communications, phone or voice mail, e-mail, and computer files moving through the University network or stored on University equipment.)

Based on these same core values, the University will not monitor or examine any electronic communications of its students except in cases required by law or to maintain the security and integrity of the CNU network.

### **Official Email Address:**

All employees and students at Christopher Newport University will be assigned an Official Email Address in order to ensure that all important correspondence is reliably

delivered to each individual. This address will be used for all university email correspondence lists, for populating lists for classes, and for the official online directory.

### **University Use of Email:**

Email is an official method for communication at CNU. Students, faculty and staff are responsible for the consequences of not reading, in a timely fashion, University-related communications sent to their official CNU email accounts.

### **Continuance of Email Privileges After Separation from the University:**

#### ***1. Students who leave the university***

##### **\* Students who are not registered for a fall or spring term**

The email and portal accounts will be disabled after the first week of classes. After 30 days the account will be deleted.

##### **\* Students who graduate from the undergraduate or master's program:**

The email and portal accounts will be extended for 30 days after the date of graduation and will then be deleted.

##### **\* A student who is expelled**

If you are required to leave the university 'for cause', your email and portal privileges will be disabled immediately upon receipt of notification by IT Services from the Office of the Registrar of the dismissal action. After 30 days the account will be deleted.

#### ***2. Faculty who leave the University***

##### **\* Faculty who leave before retirement**

Faculty who leave before retirement may request to keep their email accounts for 30 days from the end of the last term in which they taught. This covers also the case of adjunct faculty members who teach (at least) one course per year. Contact IT Services to initiate such a request. If no request for continuance is received within 30 days of the end of the contract, the account will be deleted.

##### **\* Faculty who retire from the University**

Faculty who retire from the University may request to keep their email accounts for 30 days from the end of the last term in which they taught. If no request for continuance is received within 30 days of the end of the contract, the account will be deleted.

##### **\* Emeritus Faculty**

Emeritus faculty will retain portal and email services

#### ***3. Staff who leave the University***

The email and portal accounts of staff members who leave the university voluntarily or who are required to leave the University "for cause" will be disabled by IT Services immediately upon authorized receipt of notification. The out-of-office message may be activated for the email account. For example, the message might say "\_\_\_ is no longer employed by Christopher Newport University. Please direct all CNU-related email to \_\_\_\_\_@cnu.edu." (Staff who leave voluntarily may request to keep their email account open for 30 days.)

Authorized notification may take place in the following circumstances, with the following actions:

- \* Upon written notification by the Office of Human Resources, IT Services will disable an account. After 30 days the account will be deleted.
- \* Upon oral notification (backed up by a subsequent email) by the appropriate vice-president, IT Services will immediately disable access to an account. After 30 days the account will be deleted.
- \* If Departmental Deans or Directors need access to the messages coming into the account of the departing employee, they must, within that 30-day period, send a written request to IT Services that is approved by the appropriate vice president. IT Services will reset the email account of the terminated employee so that its inbox is shared by the requester. These actions will give University administrators access to the incoming mail but will prevent the email-identity of the former employee from being used. After 30 days the account will be deleted.

***Individuals who have multiple relationships to the university:***

Some individuals have more than one affiliation with the university. A faculty member may also be an alumnus, a staff member may be a student, a staff member may be a part-time faculty member, etc. A person with multiple roles will receive the account benefits that give the individual the maximum advantage unless other considerations override that benefit.

***Email Accounts with an Extended Period of Inactivity***

Any email account in which there has been no activity by the holder of the account for a period of more than one year will be deleted.