

Valparaiso University Employee IT Account Policy

All employees will be assigned a Google account along with access to the university's network file storage and other systems. That account, and the accompanying email address, will be the employee's official work Google account and email address. An employee's official Google account, including email and other data and documents stored therein, is property of the University. However, intellectual property related to faculty research and creative work is covered by the Intellectual Property policy, located on the university's General Counsel website. No employee shall have a reasonable expectation of privacy in the account or its contents.

Upon termination of employment, accounts will be handled based on the employee's current primary role, with the exception of an employee who held a primary role of faculty at some point in the past. An employee's primary role can be found by looking up their information on the University's online directory: <https://www.valpo.edu/directory>

STAFF

An employee with a primary role of "staff" will no longer have access to their Google account upon their termination from the University. The University's Office of Information Technology (IT) will maintain the account for six (6) months after the date of termination, and then the account will be deleted, unless otherwise prohibited by law. Interim access to the email account will be provided to the supervisor or the supervisor's designee to support continuity of the department's operations.

Upon an employee's termination, IT will also remove access to files or data that an employee had access to on the University's shared storage system (known as S: and H: drives). The contents of the former employee's shared storage space will be given to the immediate supervisor of the former employee or the supervisor's designee.

FACULTY

Upon termination of an employee whose primary role is "faculty" or whose primary role at some point was "faculty," account management will be handled on a case by case basis, jointly overseen by the Office of Information Technology and the Office of the Provost.

ALUMNI/RETIREES

Employees who are also alumni of the University may have a pre-existing University Google account that was assigned to them as students. In that case, the existing account and email address will have become their official work account and email address during the time of their employment at the university.

Upon termination, if the employee is an eligible retiree or alum, they will lose access to this email account and be provided with a different email address and account. IT will also remove

access to files or data that an employee had access to on the University's shared storage system (known as S: and H: drives).

STUDENT

Any employee whose primary role is "student" will not be impacted by termination of their student employment, unless deemed necessary by the University.

Approved by President's Cabinet July 19th, 2022