

# Policy

Office/Contact: Debbi Bumpous, VP of Technology

Sources/Links:

SDBOR 7:1 [Acceptable Use of Information Technology Systems](#)

SDBOR 7:2 [IT Security Policy for Employees Leaving the BOR Systems](#)

SDBOR 7:7 [Personally Identifiable Information Policy](#)

---

## NORTHERN STATE UNIVERSITY

### Policies and Guidelines

SUBJECT: NSU Network Account Creation and Mailbox Retention Policy

NUMBER: 7:16

---

#### 1. Purpose

Network accounts, created for NSU students and employees, NSU Foundation employees, and South Dakota School for the Blind and Visually Impaired (SDSBVI) employees provide users with access to the NSU network, e-mail, and many other online resources. The purpose of this policy is to provide guidelines regarding the creation and retention of these network accounts and corresponding electronic mailboxes. This policy applies to all NSU faculty, staff and students, NSU Foundation employees, SDSBVI employees, and affiliates assigned with NSU accounts. These accounts are a privilege, not a right. Violation of the *SDBOR Acceptable Use Policy* may result in the termination of NSU account privileges.

#### 2. Scope

This policy applies to all NSU created network accounts and corresponding electronic mailboxes created and maintained by NSU Technology Services. This policy does not apply to credentials or electronic mailboxes outside of the NSU domains of @northern.edu, @wolves.northern.edu and @sdsbvi.northern.edu.

#### 3. Policy

##### Student Accounts with Domain @wolves.northern.edu

- Student accounts are created either by request from Admissions, Graduate Studies, or International Studies or after a student has registered for classes.
- Multi-Factor Authentication (MFA) is required for all student accounts.
- The Wolves e-mail is considered the official communication tool for university related business.
- Upon graduation, student e-mail accounts are transitioned to Alumni accounts and will remain active unless not accessed for one year, when it will be deleted.
- Student Wolves Accounts (network) are deleted after 6 months of non-enrollment, except for Dual Credit students who are kept active through their high school graduation date.
- Students are notified 6 weeks prior to deletion.

### **Employee Accounts with Domain @northern.edu and @sdsbvi.northern.edu**

- Employees are provided a NSU or SDSBVI account upon receipt of notification from Human Resources to Technology Services.
- Graduate Assistants and student employees are provided a NSU account upon notification to Technology Services.
- Multi-Factor Authentication (MFA) is required for all employee accounts.
- Access to accounts for staff are provided on their first working day. Access for faculty is provided 30 days prior to the first day of class.
- Employees, including Graduate Assistants and student employees who are required to use email, are required to use their employee email account for conducting work, including that of teaching.
- Active employees can retain their employee accounts if employed by the University and abide by the SDBOR Acceptable Use Policy.
- Upon an involuntary termination of employment notification from Human Resources, accounts will be disabled immediately.
- Upon resignation of employment or retirement, accounts will be disabled on the last working day of the employee.
- Faculty awarded emeriti status may retain their account. After six months of inactivity, the account will be disabled and deleted.
- Deletion of disabled accounts will occur 2 months from the employee termination unless an official request for retention has been made by Human Resources and/or Legal Counsel to the VP of Technology or Deputy CIO.

### **Group Accounts**

- NSU provides special access accounts for university groups by request only and must support the mission of the university.
- Multi-Factor Authentication (MFA) is required for all group accounts.
- Group accounts must be requested and maintained by a full-time NSU employee.
- The requestor will be responsible for all activity generated from use of the group account.
- Group accounts will be disabled and deleted when inactivity is longer than 6 months or the account is no longer needed, whichever occurs first.

### **Mailbox Retention**

- Each mailbox is 100G in size.
- The user is responsible for maintaining their mailbox size.
- Items in the Sent folder are not purged.
- Items in the Deleted folder will be purged every 10 days.
- Deleted items may be recovered for 14 days by the mailbox owner. After the 14 day window, deleted items cannot be retrieved.
- Employees are responsible for the retention of their emails.

## **4. Responsible Administrator**



The Vice President of Technology is responsible for semi-annual review of this policy and its procedures.

#### **5. Source History:**

Review Date: 10/02/2012

Review Date: 3/03/2014: Revised information pertaining to student e-mail

Review Date: 6/21/2016 – Revised period of time for tape library back-up

Review Date: 6/29/2017: No changes

Review Date: 9/10/2018 - Added statement requiring faculty/staff to use their NSU email account for conducting all NSU business.

Review Date: 8/19/2019 – Modified language to reflect changes with access and email archive and retention

Review Date: 8/09/2021 – Modified language to reflect changes in mailbox technology and new policy template

Review Date: 6/21/2023 – Updated language to reflect procedural changes

Review Date: 1/29/2024 – Updated process, removing emeritus

Review Date: 4/24/2024 – Updated content to include early access, HSDC accounts, and student employees

Approval Date: 4/29/2024 – Executive Leadership Team approved