

# **LAKE FOREST COLLEGE'S EMAIL/USER ACCOUNT POLICY**

## **Purpose of Policy**

The purpose of this policy is to ensure the proper access and usage of Lake Forest College's email system by its students, faculty, and staff. Email should be used responsibly in an efficient, ethical, and lawful manner.

This policy covers appropriate use of any email sent from a Lake Forest College email address and applies to all students, employees, and organizations operating on behalf of Lake Forest College.

## **Official College Communications**

Lake Forest College uses email as a means of communicating official college information to students, faculty, and staff. Students should be aware that the College uses email to communicate official information of many kinds to students. Students are responsible for the information contained in official Lake Forest College emails and are expected to meet all deadlines, requirements, and safety recommendations, as described. If students have problems with email access, they should immediately contact the help desk at: (847) 735-5544 or lithelp@lakeforest.edu

## **Acceptable Use of Email**

Appropriate use of the Lake Forest College email system is subject to the policies as defined in [Acceptable Use of Information Technology Resources at Lake Forest College](#).

It is strongly recommended that email not be used for confidential communication. Email is a formal written record that carries the same legal weight as a formal memorandum. Users of email should remember that email messages become the possession of the receiver and can be easily duplicated and redistributed by recipients. Messages that have been deleted may still be discoverable from system backup files. In addition, even secure passwords are not completely confidential. When a private message needs to be conveyed between two individuals, a conversation is the best way to accomplish it, and messages that should not be preserved should be deleted immediately.

## **Email Account Creation and Retention**

Email accounts on the College email system are provided for currently enrolled students, and currently employed faculty, staff and approved affiliates of Lake Forest College. The email system at Lake Forest College is hosted by Microsoft and the accounts are created and managed by a member of the staff of the Office of Library and Information Technology.

Graduates of the College may retain their lakeforest.edu email accounts indefinitely. An account must be accessed at least once every six months for it to remain active. Accounts that are inactive for a period of six months will be automatically closed and removed from the system. Once an account is closed, email cannot be retrieved from it.

Accounts of students who withdraw from the College are deleted after six months.

Employees who leave Lake Forest College in good standing may retain access to their email and network storage accounts for up to 30 days after separation from the College. They must make arrangements for this with the email administrator. Auto forwarding of Lake Forest College email to another account is not available. The email account of an employee whose employment has been involuntarily terminated will be closed immediately upon notification from Human Resources.

Emeritus faculty may retain their email accounts upon retirement.

Request for access to the email account of a deceased faculty, staff member or student should be made to the Director of LIT who will consult with the appropriate academic department chair or administrative officer.

### **Student Organization Accounts**

Requests for shared student organization accounts will be accommodated upon verification of registration of the organization with the Office of Student Affairs. These accounts require a designation of an account manager who will be responsible for administering the account as per this policy.

**LIT will never use email to ask for confirmation of passwords or other personal information, nor will they ask you to supply your password information via email. Any email received containing such requests should be considered suspect and should be deleted.**

*Reviewed and revised by the LIT Advisory Committee, November 3, 2015*