

Dalhousie University

Faculty of Computer Science

Account Expiry Policy

Effective: April 2010

Last Updated: April 2010

Approved by: M. Shepherd, Dean, April 2010

Purpose

This policy exists to help FCS staff manage computer accounts for all past and present users while minimizing retention of unnecessary data and reducing probability of compromise of unattended accounts.

Background

It has been, and continues to be, the policy of Dalhousie FCS that computer accounts can be kept for life. In the past, accounts were not deleted on a regular basis. It was found, however, that many accounts were idle and at higher risk of becoming compromised.

This policy seeks to remedy this by allowing FCS staff to expire and delete those accounts that are no longer in use. To this end, we now expire any unused accounts according to the following policy:

Policy

CS Alumni

Dalhousie Computer Science alumni may keep their CS accounts (including the username@cs.da.ca email address) indefinitely, provided a login is detected at least once a year.

If an account is found to be idle for a full year, it will be suspended, but files will remain in place. The owner of a suspended account may request to have it unblocked at any time by emailing cshelp@cs.dal.ca or coming to the FCS Helpdesk.

After two years of inactivity, an idle account will be deleted. Any files associated with the account will be purged and the username will return to the free pool. Alumni whose accounts have been deleted may request a new account, but we cannot guarantee that the same username will be available nor can we restore any files lost.

Non-CS students

Any accounts provided for course support in Computer Science will be blocked after the end of the exam period of the semester in which they were created. They will remain in place but blocked for a period of two years. The account will be removed and all files deleted after two years. If the owner of the account returns for another session within two years, the account will be activated for another semester and the process will repeat.

CS Faculty

Faculty are subject to the same guidelines as alumni, but in addition, FCS staff will make every possible effort to contact the account owner and negotiate the continuation of services such as e-mail forwarding or a web page presence before blocking the account.

CS Staff

Staff accounts are subject to the same guidelines as alumni.

Visitors

Visiting students, staff, and faculty are subject to the same rules as non-CS students.