

 جامعة الإمارات العربية المتحدة United Arab Emirates University 	Information Technology Policies Manual	Policy Number	IT-08
		Effective Date	02-Mar-2014
	Subject	Most Recent Review Date	01-Dec-2013
	Account and Mailbox De-provisioning	Due Date for Next Review	01-Sep-2016
	Responsible Office: Chief Information Officer	Pages of this Policy	1 of 1

8. Account and Mailbox De-provisioning

Overview

Describes the engagement rules of UAEU accounts and mailboxes when a student, a staff member, or a faculty member leaves UAEU permanently.

Scope

Applies to all UAEU students, staff members and faculty members.

Objective

Ensures optimum usage of UAEU student, staff and faculty accounts and mailboxes through effective and efficient management.

Policy

1. UAEU provides its users with e-mail resources and services to assist them in the performance of their work/studies.
2. All e-mail resources and services are to be managed in a lawful and effective manner.
3. All communications sent by UAEU users via the e-mail system must comply with all UAEU policies and may not disclose any confidential or proprietary UAEU information.
4. University e-mail shall not be used for any illegal or unlawful purposes. Examples of this would be the transmission of violent, threatening, defrauding, pornographic, obscene or otherwise illegal or unlawful materials.