TRENT UNIVERSITY

Computing Privileges Policy

Category: Operations; Students and Teaching

Approval: September 12, 2016

Responsibility: AVP-Information Technology

Date: October 11, 2016

Definitions:

"Computing Privileges" means access to computing hardware, software, or Trent IT services that are not publicly available. Specific computer privileges are granted to individuals subject to their association with Trent University.

"Applicant(s)" are individuals who have applied for admission to Trent University for the purpose of academic pursuits.

"Student(s)" are individuals registered in a course or who have been registered in a course within the last six months.

"Alumni" are former students who have completed, at least, 5 credits at Trent University.

"Staff" are individuals employed by Trent University for any purpose.

"Retired" staff are individuals who were previously employed by Trent University and who, immediately following their employment, have withdrawn from one's position or occupation or from active working life.

"Emeritus" is an honorific title that is available to select retiring members of the Trent University Faculty Association as defined by Senate.

"TUFA" is the Trent University Faculty Association representing full-time and part-time Faculty and Librarians of Trent University.

"Trent Accounts" are computing accounts that are granted to someone who is considered a Trent Applicant, Student, Alumni, Staff member, Retired staff member, or Emeritus member.

"Retiree Accounts" are a subset of Trent Accounts that are granted to retired or Emeritus staff members.

"Non-Trent Accounts" are computing accounts that are granted to someone who is not considered a Trent Applicant, Student, Alumni, Staff member, Retired staff member or Emeritus. A few examples include accounts created for; the Trent Board of Governors, food service employees, bookstore employees, and honorific appointments, such as; as Research Associates, Adjuncts, Visiting Scholars, and Postdoctoral Fellows.

"Community Accounts" are "Non-Trent Accounts" that are requested through Trent's Advancement Office.

"Hiring Source" refers to a department within the university that is charged with and authorized to process hiring or termination requests.

Purpose/Reason for Policy:

This policy outlines the duration of computing privileges afforded on the basis of each type of association with Trent University.

Specific computing privileges are outlined in the IT Service Catalogue. Anyone granted computing privileges at Trent University must abide by Trent's Computing Resources Acceptable Use Policy.

The computing resources at Trent University support the educational, instructional, research, and administrative activities of the University and the use of these resources is extended to members of the Trent community or affiliated personnel for these reasons.

Scope of this Policy:

This policy applies to all Trent University applicants, students, faculty, staff, alumni and affiliated personnel.

Policy Statement:

Applicants:

An applicant is granted computing privileges at Trent University following receipt of their application to attend Trent University. Applicant computing privileges will continue for four weeks into the start of the academic term applied to. If the applicant has been offered admission to Trent University and ultimately registers to attend, then the applicant account is converted to a student account.

Students:

A student is granted computing privileges at Trent University following their registration into a course. Student computing privileges will continue for six months following the end of a student's last active course registration. Following the six months, a student account will be converted to an alumni account. Three weeks prior to being converted to an alumnus, a student will be notified by e-mail of the intended conversion to alumni status. A student can contest this conversion if, for example, the student is on leave from the university, but intends to return. Appeals to the conversion in status should be done in writing and will be considered and approved by the Associate Vice President, IT or designate.

Alumni:

Alumni are granted computing privileges at Trent University following their account conversion from a student status as outlined above. Alumni computing privileges will continue for life, as long as an account has been active in the last 2 years. Alumni can request to have their account created or re-created, via the Alumni Affairs Department https://mycommunity.trentu.ca/resgister

Staff and Retirees:

All staff members are granted computing privileges at Trent University effective on the first day of employment. All staff whose employment has been discontinued for reasons of employee resignation, employer termination, or contract expiration will have their computing privileges discontinued effective on the last day of employment, except as described below.

Retired staff will have full access to their computing privileges discontinued effective on the last day of employment, but limited access to certain services, such as e-mail, will continue.

All TUFA bargaining unit retirees are entitled to computing privileges as negotiated through the TUFA Collective Agreement and Senate's March 2013, Appointment of Emeritus Professors and Librarians policy. Additionally, CUPE 3908 members and TUFA members on limited term appointments have extended privileges as defined in the July 14th, 2011 MoA with TUFA detailing LTA continuing access beyond the end of their appointment.

Retiree accounts not used for more than two years will be suspended. Retirees can request that their accounts be re-activated.

Non-Trent Accounts:

Non-Trent accounts will be created with an effective date and an expiration date. The account holders will be granted computing privileges on the effective date that will continue until the expiration date unless extended by the authority that had originally requested the account.

Rights and Responsibilities:

Many departments within Trent University are responsible for providing information to the IT Department to ensure the timely provisioning and discontinuation of computing privileges. The table below outlines the responsibilities under this policy;

Role	Provisioning	Discontinuation
Applicants	Applicants will be provisioned with account privileges automatically.	Applicant accounts will be discontinued or converted to student accounts automatically. It is the responsibility of the Admissions office to notify IT of any "Applicant" computing privileges that must be abruptly discontinued.
Students	Students will be provisioned with account privileges automatically.	Student accounts will be converted to Alumni accounts automatically. It is the responsibility of the Registrar's office to notify IT of any "Student" computing privileges that must be abruptly discontinued.
Alumni	Alumni will be provisioned with account privileges automatically. In cases where Alumni accounts have not been provisioned automatically, Alumni accounts will be provisioned once notice is received from the Alumni Office.	Student accounts will be converted to Alumni automatically. Alumni accounts will be automatically deactivated following a period of inactivity of two years. It is the responsibility of the Alumni office to notify IT of any "Alumni" computing privileges that must be abruptly discontinued.

Role	Provisioning	Discontinuation
Staff/Retiree	Staff accounts will be provisioned once notice is received from the Human Resources (HR) office, the Dean's Office, the Research Office, or the hiring source within the university, as applicable. The Human Resources (HR) office must ensure the timely provisioning of accounts for all full-time, part-time, and contract administrative staff. The Dean's office must ensure the timely provisioning of accounts for all full-time, part-time, and contract faculty and librarians. The Research office must ensure the timely provisioning of accounts for all Research Associates, Adjuncts, Visiting Scholars, and Postdoctoral Fellows. The hiring source, as outlined above, must notify IT a minimum of 5 working days before an employee begins work. For contract employees, the hiring source must also provide IT with an end date. A hiring source must also notify IT immediately following intra-university staffing changes.	Permanent staff accounts will remain active until employment ends, or, in the case of retirement, until the passing of the account holder. LTA and CUPE accounts will remain active past the end of their employment date as defined by their respective collective agreements or MoA. It is the responsibility of the hiring source to notify IT of any "Staff" computing privileges that must be abruptly discontinued and of any staff resignations or retirements. In the case of staff resignations or retirements, an end date must be provided. In the case of contract employees, computing privileges will automatically be discontinued on the end date provided. It is the responsibility of the hiring source to provide a new end date or a change of status from a contract to a permanent employee for computing privileges to continue. Following reasonable efforts to contact the account holder, Trent may terminate accounts that it determines to be inactive for a period longer than two years.
Non-Trent Accounts	A request for a Non-Trent computer privilege has to be received from a VP or their designate. The request is to specify an effective start date and an end date for each account.	It is the responsibility of the authorizing department to notify IT of any "Non-Trent" computing privileges that must be discontinued. Computing privileges will automatically be discontinued on the end date provided. It is the responsibility of the authorizing authority to provide a new end date.

Contact Officer:
Associate Vice President, IT

Date for Next Review:
September 12, 2018

Related Policies, Procedures and Guidelines:
- Computing Resources Acceptable Use Policy
- User Electronic Information Access Policy
- Network Connection Policy

Policies Superseded by this Policy:
- Guidelines for Use of Information Technology