



Name: Acceptable Use of Electronic Networks Policy  
Category: Information Technology Policies  
Subject: Deactivation of Access to College Electronic Networks by Former Students  
Owner: Vice President for Information Technology  
Related Procedures: N/A  
Related Forms: N/A

### **I. SCOPE**

This amendment to the College's Acceptable Use of Electronic Networks Policy applies to former students who have no registration activity after four (4) consecutive semesters and students whose application for enrollment has been accepted by the College but have not registered for the semester to which they applied.

### **II. POLICY STATEMENT**

Access to and use of the Delaware Technical Community College computing and electronic networks resources are privileges granted to students, staff, faculty and members of the College community for academic, research, operational and administrative purposes.

### **III. POLICY**

The following will be added as a new section to the current policy:

#### **Deactivating technology services for students outside of the readmit window for Credit and Non-Credit Students**

In accordance with the College's [readmission policy](#),

1. After four (4) consecutive semesters with no registration activity, student accounts would be deactivated, and all email, network, Google Drive and MS 365 data would be purged. Data within the Student Information System (SIS), learning management system (D2L), and early alert systems is retained.
2. Deactivated student accounts will need to reapply to the College.

Admitted Students' accounts that have not registered for the semester they applied for will be deleted if they do not register by part of term 3 for Fall and Spring or by part of term 4 for Summer.

The following definitions shall apply to this policy:

- a. Prospective Student- a student who has submitted an application but has not yet been accepted by the College.

- b. Admitted Student – a student whose application has been accepted by the College.
- c. Active Student – a student who has registered for a course.
- d. Graduate/Alumni - a student who has completed a certificate, diploma or degree.

Provisioning Table of Student Information Technology Systems and Services

	Prospective	Admitted Student	Active Student
Portal (MyDTCC)- Full	No	No	Yes
Portal (MyDTCC) - Announcements	No	Yes	Yes
LMS (D2L)	No	No	Yes
SIS	No	Yes	Yes
Early alert system	No	Yes	Yes
Electronic forms	No	Yes	Yes
Email	No	Yes	Yes
MS 365	No	No	Yes
Google Drive/Calendar	No	No	Yes

Note: Only non-credit students that are enrolled in a course/activity that uses the LMS (D2L) will be given an email account and LMS access. All other students will not have an account generated.

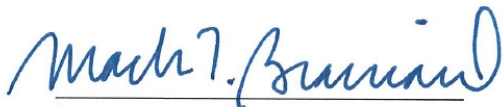
**IV. EFFECTIVE DATE(S)**

This policy is effective January 16, 2024

**V. FREQUENCY OF REVIEW AND UPDATE**

This policy will be reviewed and updated annually.

**VI. SIGNATURE AND DATE OF APPROVAL**



Mark T. Brainard, President

1/16/2024

Date