



Duchesne County School District Expiration of Accounts Policy

Individuals may leave the Duchesne County School District for a variety of reasons, which gives rise to differing situations regarding the length of email privileges or expiration of accounts. The policy governing those privileges are set forth below. Notwithstanding the guidelines below, Duchesne County School District reserves the right to revoke email privileges at any time.

- **Faculty who leave before retirement** – Faculty who leave before retirement may keep their email account for three months from the end of the last quarter in which they taught. If such separation is for cause, email privileges may be immediately revoked without notice.
- **Staff who leave before retirement** – Staff members who leave the Duchesne County School District will have email privileges removed three months after their last working day. If such separation is for cause, email privileges may be immediately revoked without notice.
- **Retired Faculty** – Faculty who have retired from the Duchesne County School District will be permitted to retain their email privileges for six months from the time of retirement.
- **Retired Staff** – Staff who have retired from the Duchesne County School District will be permitted to retain their email privileges for six months from the time of retirement.
- **Students who leave before graduation** – Students who leave the Duchesne County School District without completion of their diploma or other programs may keep their email privileges for one month from the last day of attendance. Their account will be permanently deleted from their last day of attendance.
- **Expelled students** - If a student is expelled from the Duchesne County School District, email privileges will be terminated immediately upon the directive of the School Administrator.
- **Students** – students who have graduated from the Duchesne County School District will be permitted to retain their email privileges for six months after graduation. Their account will be permanently deleted one year after graduation.