

Roger Williams University

Google Account Policy

Objective

This policy applies to employees, students, and alumni assigned an RWU Google account (which includes Gmail, Google Drive, and other Google-related services).

For students, their RWU Google account will serve as their official RWU email address for university related communication matters.

Acceptable Use

RWU Google accounts can be used for personal use, so long as such use does not unnecessarily burden the university, is not used for illegal purposes, or is not otherwise prohibited by university policy. This RWU Google account, including email messages and other stored data, is the user's property. It is the responsibility of this account owner, not IT, to back up messages and account data. Storage quotas are *enforced*. Therefore, regular management is required by the account owner to minimize the possibility of delivery failures. Undeliverable messages caused by a full inbox or use of a filter will be considered delivered without further action required on the part of the university or the sending party.

Account Suspension and Removal

RWU Google accounts that do not retain active status with the university will follow the below guidelines:

- Accepted students that issue a registration deposit but later opt out of attending the university will have their RWU Google account permanently removed.
- Students who are administratively withdrawn from the university will retain access to their RWU Google account for one academic term after their last registration period ends. The account will be permanently removed after the allotted time.
- Students that transfer or withdraw will have their RWU Google accounts permanently removed upon official notice of the transfer or withdrawal.
- Faculty and staff no longer employed by the university will have their RWU Google accounts permanently removed upon official departure notice issued by Human Resources.
- Alumni may retain access to their RWU Google account. However, the alumni storage quota will be reduced to 1GB and the only Google service available will be Gmail. Graduating students will have six months to move their data before other Google services are removed. Accounts not logged into for six months or found in violation of the Google storage policy will be permanently removed.
- Once accounts are removed, the data is not recoverable.

RWU Google Account Storage Quotas

Alumni: 1GB (Gmail only)

Clubs & Organizations: 10GB

Faculty & Staff: 10GB

Students: 10GB

APPROVED BY: RWU-IT Management

Standard Number: IT.GEMP.V3

Category: IT Student Email Accounts

Effective: March 8, 2023

Revision History: V3 04/08/2026