

## 1. PURPOSE

This policy ensures the consistent and secure creation and maintenance of AUP network accounts and associated services.

## 2. WHO IS AFFECTED BY THIS POLICY

All users requiring network accounts to access computer systems belonging to AUP.

## 3. POLICY STATEMENT

ITS is responsible for creating and maintaining network accounts and for ensuring the security of the network account infrastructure. ITS collaborates with other departments to define policies governing access to technology services and resources.

### Account Request and Support Procedure

All account-related requests and queries must be submitted to ITS via the AUP Support system.

### Employee Accounts

All University employees receive an individual network account and associated services including but not limited to an e-mail account, access to individual and departmental file storage spaces, membership in security and distribution groups (e.g., faculty, staff, and departmental groups), the ability to use campus computers, and the ability to use AUP's wireless network.

The Office of Human Resources (HR) is responsible for submitting all employee account activation requests to ITS, irrespective of employee category.

#### A. Account Validity

Employee accounts are valid from the first day of the employee's contract to the last day of the contract.

#### B. Change Notifications

When a permanent employee leaves AUP, or when a short-term employee's contract term changes, HR is responsible for informing ITS, who will take the appropriate action. When an employee's departmental affiliation changes, HR is responsible for informing ITS.

#### C. Account Deactivation and Deletion

Once an employee account reaches the end of its validity period, the account is deactivated. Six months later, the account and all associated data are permanently deleted.

### Student Accounts

This section applies to confirmed applicants to AUP, registered students, former students, and alumni.

A. Student Account Creation

As soon as an applicant is confirmed to AUP, a network account is created for the user. The account remains active throughout the student's studies (and after the student leaves AUP, if he or she regularly logs in with the account).

B. Student Account Validity

Student accounts are not deactivated if they are in use. A student account is considered "in use" if the student logged in during the last six months. Accounts that are no longer in use after six months are automatically deleted. Alumni can always request his/her network account to be recreated by his/her data (Email, Files) will not be recovered if the account was deleted.

The preceding provisions notwithstanding, ITS reserves the right to suspend access temporarily or permanently to network accounts and related services in response to abuse, or where a security risk requires such action. See the IT001EN (Information Technology Resources Rights, Privileges & Acceptable Use) policy for details.

Guest and Special Accounts

A. Guest Accounts

ITS may create guest network accounts on request, for specific purposes, such as for guest lecturers or conferences attendees.

Guest accounts are activated only for a limited period, which should be specified by the requester. These accounts only grant access to our wireless network on non-AUP devices.

ITS is responsible for ensuring that guest accounts do not allow unjustified access to sensitive data or threaten the security of AUP systems. Therefore, ITS reserves the right to refuse creation of guest accounts, or to significantly limit the privileges of such accounts if a risk is identified.

B. Emeritus Faculty & Honorary Staff Accounts

Emeritus Faculty and Honorary Staff may request a network account granting access to an individual e-mail mailbox, individual file storage, and campus computers in the Computer Labs, Lounges, and Library. These services are provided to facilitate these members' participation in scholarly life at and beyond The American University of Paris. Commercial and for-profit uses of these services are not permitted.

C. Trustee Accounts

The Office of the President may request creation of network accounts for trustees of AUP. The Office of the President is also responsible for requesting termination of trustee accounts as appropriate.

#### D. Visiting Scholar Accounts

Visiting Scholars are people officially invited to participate in the scholarly life of AUP for a particular purpose and period. To this end, they may access certain University resources and services. However, they are not University employees.

The Office of Academic Affairs may request the creation of individual network accounts for visiting scholars. These are limited accounts that grant users access to campus computers and AUP's wireless network. There is no e-mail account or file storage associated with Visiting Scholar accounts unless exceptions approved by the Provost of the university.

The Office of Academic Affairs is also responsible for requesting termination of Visiting Scholar accounts as appropriate.

#### E. Consultants Accounts

Consultants are people officially invited to participate in the life of AUP for a particular purpose and period. To this end, they may access certain University resources and services. However, they are not University employees.

Vice-Presidents may request the creation of individual network accounts for consultants. These are limited accounts that grant users access to campus computers and AUP's wireless network.

Vice-Presidents are also responsible for requesting termination of Visiting Scholar accounts as appropriate.

#### F. Sharing of Network Accounts

Individual network accounts are strictly personal and sharing passwords is not tolerated. Where necessary (for example, where an assistant needs access to a manager's mailbox or calendar), ITS will provide technical solutions allowing shared access to individual accounts without sharing passwords.

### 4. RESPONSIBILITIES

The Chief Information Officer is responsible for the interpretation, administration, and enforcement of this policy.

### 5. DEFINITIONS

AUP, the University  
The American University of Paris

ITS  
Information Technology Services

### 6. APPROVALS & HISTORY

- Approved by the Leadership Team on June 1, 2012.
- Enhancements to language, formatting on August 24, 2012.
- With feedback from Tracy Mitrano, Director of the IT Policy and Institute for Computer Policy and Law at Cornell University on October 8, 2012.
- Edited and merged with older policies March 15, 2018.
- Approved by the Leadership Team on February 7, 2023.
- Next review February 2024.

## 7. ISSUING OFFICE AND CONTACT

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