

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 in order 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 Helpdesk 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 normally responsible for submitting all employee account activation requests to ITS, irrespective of employee category. However, in the specific case of faculty accounts, The Office of Human Resources may delegate this responsibility to the Office of Academic Affairs (AA).

a. Account Validity

Employee accounts are normally valid from the first day of the employee's contract to the last day of the contract. For administrative reasons, HR or AA may request that an employee's account be activated before the start of the employee's contract, and/or that deactivation of an employee's account be delayed by up to ONE month following the official end of the employee's contract.

b. Change Notifications

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

a. Student Account Creation

As soon as an applicant is admitted to AUP, a network account is created for the user. If the applicant chooses to attend AUP, the account remains active throughout the student's studies (and after the student leaves AUP, if he or she chooses to retain the account). If the applicant defers admission, the account remains active until one of the following cases occurs.

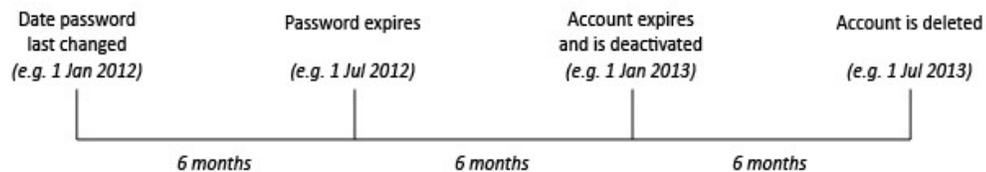
- If the applicant declines admission to AUP, the account is deactivated and six months later is deleted.
- If an applicant does not respond, the account is deactivated once the expected entrance term for that applicant has passed. The account is deleted six months later.

b. Student Account Validity

Student accounts are not deactivated as long as they are used (with the exception of applicant accounts, for which the rules are described above).

A student account is considered to be “in use” if the user changes the password at least every six months. Otherwise, the following procedure applies:

- Passwords automatically expire six months after the last modification.
- During the six months following password expiry, users can regain access to their accounts by changing the account password.
- At the end of the six months following password expiry, if the user has not yet changed the password, the account expires and is deactivated.
- During the six months following account deactivation, the user may request reactivation by contacting the AUP Helpdesk. It may be possible for ITS to restore some or all of the user’s account data (such as e-mail messages and stored files), though this is not guaranteed.
- At the end of the six months following account deactivation, the account and all associated data are permanently deleted.
- Once the account has been deleted, former students and alumni may request a new account by contacting The Office of Alumni Affairs.



The preceding provisions notwithstanding, ITS reserves the right to temporarily or permanently suspend access to network accounts and related services in response to abuse, or where a security risk requires such action.

Guest and Special Accounts

a. Guest Accounts

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

Guest accounts are normally activated only for a limited period, which should be specified by the requester.

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 Accounts

Emeritus Faculty 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 in the Library. These services are provided in order to facilitate Emeritus Faculty 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 persons officially invited to participate in the scholarly life of AUP for a particular purpose and period of time. 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.

e. 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 Director of Information Technology Services 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 January 29, 2019.
- Next review November 2022.

7. ISSUING OFFICE AND CONTACT

Ali Rahimi
Director of Information Technology Services
2 bis, Passage Landrieu
75007 Paris
+33 1 40 62 06 96
helpdesk@aup.edu
multimedia@aup.edu