

AUP Report on Copyright- related Policies

Electronic, Print and Network Resources

Academic Resource Center

BLACKBOARD COURSEWARE: COPYRIGHT AND FAIR USE

At AUP, we strive to conform to both U.S. and French laws meant to protect intellectual property and authors' rights. U.S. copyright law permits the use of copyrighted materials for educational purposes and the "Fair Use" doctrine allows for portions of copyrighted works to be used for purposes of teaching, scholarship and research.

We enforce "fair use" practices throughout our Blackboard learning management system. Materials posted on Blackboard are posted in compliance with copyright, "fair use" and "Teach Act" guidelines and access is limited to students, faculty and staff who are duly enrolled on the sites.

Blackboard access is password-protected, and guest access severely restricted. In addition, all default settings have been set by the ARC Blackboard administrator to exclude guest access.

Documents (including syllabi) created by professors are treated as the intellectual property of those professors. Date limits and selective availability are tools applied to restrict length of access to copyrighted materials posted on Blackboard for students' use. Secure access via Blackboard also helps reduce students' tendency to photocopy and print documents indiscriminately.

University faculty members receive instruction in the use of Blackboard course sites, electronic resources, "safe assignments," communication tools and other learning units in their Blackboard courses.

Plagiarism-tracking software has been implemented with the express endorsement of the Faculty Senate and the Student Government, as part of the President's Task Force on Academic Integrity and Excellence.

The Academic Resource Center has sponsored "directed study" projects with modules on "copyright in the digital age," ownership and rights management, metadata, etc.

The Writing Lab (part of the Academic Resource Center) provides regular workshops and tutoring featuring the proper attribution of others' works, citation formats and the consequences of cheating and plagiarism.

CAMPUS SURVEY ADMINISTRATION AND PRIVACY ISSUES

- Concerning ARC's choice of software for survey administration
 - SurveyMonkey was chosen for use with various assessment initiatives, after careful study of various software options. SurveyMonkey is used and recommended by library and information science professionals as well as by many colleges and universities.
 - ARC is involved in institutional efforts to combat plagiarism, to respect and encourage copyright and "fair use" compliance and to preserve AUP intellectual property.

- As a department increasingly involved with assessment and evaluation (also teaching these skills), ARC is conscientious concerning privacy, security, personal and data protection.
- Concerning privacy and security for campus surveys
 - SurveyMonkey.com is licensed by the TRUSTe privacy program. Complete privacy policies are available on the Web site listed below.
 - "SurveyMonkey.com is a licensee of the TRUSTe Privacy Program. TRUSTe is an independent, non-profit organization whose mission is to build user's trust and confidence in the Internet by promoting the use of fair information practices. This privacy statement covers the Web site <http://www.surveymonkey.com>. Because this Web site wants to demonstrate its commitment to your privacy, it has agreed to disclose its information practices and have its privacy practices reviewed for compliance by TRUSTe. If you have questions or concerns regarding this statement, you should first contact Chris Finley at support@surveymonkey.com. If you do not receive acknowledgement of your inquiry or your inquiry has not been satisfactorily addressed, you should contact TRUSTe at http://www.truste.org/consumers/watchdog_complaint.php TRUSTe will then serve as a liaison with us to resolve your concerns. SurveyMonkey.com complies with the EU Safe Harbor framework as set forth by the Department of Commerce regarding the collection, use, and retention of data from the European Union. This list can be found at <http://web.ita.doc.gov/safeharbor/SHList.nsf/WebPages/Oregon>."
 - SurveyMonkey is also VeriSign Secured, McAfee Secured, BBB (Better Business Bureau) Online Reliability Program certified, HIPAA and RampWeb certified (accessibility for persons with disabilities)
 - SurveyMonkey professional licenses offer SSL encryption. "SSL is short for **S**ecure **S**ockets **L**ayer, and it is a protocol initially developed for transmitting private documents or information via the Internet. It essentially works through a cryptographic system that secures a connection between a client and a server."
- Concerning the AUP license
 - Several years ago, ARC requested and received authorization for the payment of an additional yearly fee for the application of an Internet security layer (SSL encryption) to our professional license, in order to protect campus survey data. This is the same level of encryption employed by on-line banking and secure payment sites. Encrypted campus surveys visibly feature "https" rather than "http" URLs in Web browsers. Billing statements showing the encryption layer payment are available upon request from arc@aup.fr.
- For information: recent surveys built or hosted for various departments by ARC
 - ARC Tutoring Programs Evaluations (yearly)

- Academic Advising Surveys
 - FirstBridge Digital Habits, Information Literacy Surveys
 - Summer Session Evaluation
 - Alumni Surveys
 - Graduate Programs Survey
 - Library Survey
- Concerning the Campus Facilities Survey (for the AUP Board of Trustees) and various Campus Satisfaction Surveys (for Institutional Research): these surveys were designed with maximum encryption enabled, and IP tracing disabled, in accordance with ARC privacy policies for confidential data. All responses registered as anonymous.
 - Concerning use of this software in the EU
 - SurveyMonkey.com is **Safe-Harbor** certified and compliant
 - Safe Harbor Overview: "The European Commission's Directive on Data Protection went into effect in October 1998, and would prohibit the transfer of personal data to non-European Union nations that do not meet the European "adequacy" standard for privacy protection. While the United States and the European Union share the goal of enhancing privacy protection for their citizens, the United States takes a different approach to privacy from that taken by the European Union. The United States uses a sectoral approach that relies on a mix of legislation, regulation, and self-regulation. The European Union, however, relies on comprehensive legislation that, for example, requires creation of government data protection agencies, registration of databases with those agencies, and in some instances prior approval before personal data processing may begin. As a result of these different privacy approaches, the Directive could have significantly hampered the ability of U.S. companies to engage in many trans-Atlantic transactions. In order to bridge these different privacy approaches and provide a streamlined means for U.S. organizations to comply with the Directive, the **U.S. Department of Commerce** in consultation with the **European Commission** developed a "safe harbor" framework. The safe harbor -- approved by the EU in 2000 -- is an important way for U.S. companies to avoid experiencing interruptions in their business dealings with the EU or facing prosecution by European authorities under European privacy laws. Certifying to the safe harbor will assure that EU organizations know that your company provides "adequate" privacy protection, as defined by the Directive."
 - Concerning use of SurveyMonkey in France
 - The **CNIL** (*La Commission nationale de l'informatique et des libertés*) has specifically accepted the use of third-party providers outside of France if they are Safe Harbor Certified

- For further information about data collection, survey creation, hosting and training at AUP: arc@aup.fr or borel@aup.fr

University Library

ACADEMIC FILM COLLECTION

DESCRIPTION AND INFORMATION ON INTELLECTUAL PROPERTY RIGHTS

Academic Film Collection (AFC) films are selected by faculty to be used in support of teaching activities at AUP. Their use is restricted to AUP faculty, staff and students, and first priority is given to faculty (1st) and students (2nd) involved in the film studies majors.

All films in the AFC and their sound tracks are protected by copyright: any broadcast, copying or editing is forbidden unless authorized by the producer or publisher.

Due to copyright protection, the viewing and borrowing of the AFC films is subject to French and international intellectual property laws. Viewing the entire film on campus or borrowing for home use is only possible if the institutional rights are available and have been acquired by the University for a specific copy of a film.

The rights that AUP has obtained for each film is indicated in the Library's catalog (see "Note" in the catalog record) and on each film by color-coding:

Green = Full institutional rights: to view on campus and borrow for home use

Blue = Partial rights: to borrow for home use only

Yellow = Partial rights: to view on campus only

Red = No institutional rights: only short excerpts may be viewed on campus

The University Library provides several Web pages that include instructions for films, reserves, and so on. Please see examples below:

<http://library.aup.fr/afilms.htm>

<http://library.aup.fr/aresrv.htm>

<http://library.aup.fr/linking.htm>

<http://library.aup.fr/dscanning.htm>

<http://library.aup.fr/dpublishers.htm>

<http://library.aup.fr/dexampleletter.htm>

All librarians, as part of the Information Literacy modules of the freshman learning communities known as FirstBridge teach the 'Ethical and Legal Use of Information' – as well as modules on Web site authority, plagiarism, proper citation. A link is included to the copyright page of the Library of Congress and posted on Blackboard Sites for online components of the learning communities.

<http://www.loc.gov/copyright/>

The Library includes various acknowledgement policies on electronic forms for reserves and copies, such as the sample below:

Note: The Copyright Law of the United States governs the making of photocopies or other reproductions of copyrighted material. Under certain specified conditions, libraries are authorized to furnish a photocopy or other reproduction. One of these conditions is that the photocopy or reproduction is to be used for than private study, scholarship or research. If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of "fair use," that user may be liable for copyright infringement. AUP Library reserves the right to refuse to accept a copying order if, in its judgment, fulfillment of the order would involve violation of copyright law.

I have read and agreed to abide by the Copyright Law. (This must be marked.)

University Bookstore

COURSE PACKET GUIDELINES

In order to comply with French copyright law, the University Bookstore has established the following guidelines for the preparation of course packets to be reproduced and sold to your students.

Legal Photocopy Limits for Educational Institutions:

- 130 A4 pages per year and per student (This is per institution and not per course! It concerns only copies of those works that require payment of royalties.)
- No more than 10% of a book may be copied.
- No more than 30% of a newspaper or journal may be copied.
- Photocopying an entire publication is forbidden. For out of print books, authorization to copy the entire work may be obtained from the *Centre Français d'Exploitation du Droit de Copie (CFC)*.
- It is illegal to photocopy any user manual accompanying a software package.
- Authorization to print and reproduce pages from a website or CD-ROM must be obtained from the person(s) holding the copyright.
- Photocopied materials must be accompanied by a bibliographical reference (title, author, publisher).

Works Excluded from CFC Collection of Royalties:

- Unprotected works (laws, decrees, government reports, etc.)
- Works belonging to the public domain. (A book enters the public domain 70 years after the death of its author or last-surviving co-author. A periodical enters the public domain 70 years after its date of publication.)
- Protected works which may be copied for free:

- Free newspapers, catalogs, brochures, etc.
- Advertisements
- Tables of contents, bibliographical references; summaries of books and short biographies appearing on the cover
- Webpages and CD-Roms
- Pages written entirely by you such as title pages, original exercises and study guides, etc.

PHOTOCOPY GUIDELINES

In compliance with French copyright law, AUP has signed a contract with the *Centre Français d'Exploitation du Droit de Copie (CFC)*. Along with new Bookstore procedures for course packets, the following guidelines must be adhered to when making copies anywhere on campus.

Works that are subject to royalties:

- No more than 10% of a book may be copied.
- No more than 30% of a newspaper or journal may be copied.
- Photocopying an entire publication is forbidden. For out of print books, authorization to copy the entire work may be obtained from the *Centre Français d'Exploitation du Droit de Copie (CFC)*.
- It is illegal to photocopy any user manual accompanying a software package.
- Authorization to print and reproduce pages from a website or CD-ROM must be obtained from the person(s) holding the copyright.
- Photocopied materials must be accompanied by a bibliographical reference (title, author, publisher).

Works Excluded from the Restrictions above:

- Unprotected works (laws, decrees, government reports, etc.)
- Works belonging to the public domain. (A book enters the public domain 70 years after the death of its author or last-surviving co-author. A periodical enters the public domain 70 years after its date of publication.)
- Protected works which may be copied for free:
 - Free newspapers, catalogs, brochures, etc.
 - Advertisements
 - Tables of contents, bibliographical references; summaries of books and short biographies appearing on the cover
- Webpages and CD-Roms
- Pages written entirely by you such as title pages, original exercises and study guides, etc.

The complete official CFC guidelines may be obtained from their website: <http://www.cfcopies.com>

Bookstore Procedure:

Since the Bookstore must now report the bibliographical references and number of copies for the works contained in all course packets to the CFC, we ask that you do the following: Limit the number of pages requiring the payment of royalties to **50 per course**.

- Label the first page of each excerpt with the title, author and publisher of the work.
- Fill out the attached course packet form for each Xerox that you want the Bookstore to reproduce.
- Separate the works you are using according to the appropriate category.
- Fill in the title, author and publisher of all items requiring the payment of royalties or belonging to the public domain.
- For these categories, mark the total number of pages included in the original publication in the column marked "No. of pages," and the total number of pages you copied from it under "Total pages copied."
- *We will be obliged to refuse any course packet that is not accompanied by a complete and correct form.*

These lists will be submitted to the CFC in order to enable them to determine the amount of royalties owed by the University and to redistribute them to the authors and publishers whose works are used in our course packets. It will also enable them to verify that no more than 10% of a given book, or 30% of a given periodical, has been photocopied.


Copies of the complete official CFC guidelines may be obtained from the Bookstore upon request.

Information Technology Services

ACCEPTABLE USE POLICIES

NETWORK AND AUP TECHNOLOGY RESOURCES

Please see next page:

 THE AMERICAN UNIVERSITY OF PARIS knowledge, perspective, understanding	Information Systems Acceptable Use Policy	IT00-01
	Information Technology Services	

Policy Number:	IT00-01
Approved by	Associate Dean of Academic Administration
Date Approved by:	April 3, 2006
Date Effective:	April 3, 2006
Date of Next Review:	April 4, 2008
Related Policies:	
Contact:	ITS Director

1. Purpose

Information technology resources are those facilities, technologies, and information resources required to accomplish information processing, storage, and communications, whether individually controlled, or shared, stand alone or networked. Included in this definition are all classroom technologies, and computing and electronic communication devices and services.

2. Scope

This policy applies to all users of AUP technology resources.

3. Policy


3.1 Access to Information Technology Resources

Access to AUP resources requires the approval of an appropriate AUP official or department.

Faculty and Staff access to the AUP resources is authorized by the Human Resources Department. Only instructions from HR to the ITS Department will result on the creation, modification, deletion of any credential related to a Faculty or staff member, such as user IDs and passwords.

Student's access to the AUP resources is authorized by the Registrar's Office. Prior to the commencement of each school term, the Registrar's Office will provide a list of new students to the ITS Department and ITS will create the necessary student credentials, including user IDs and password.

Visitors' access to AUP resources is generally limited to the Wireless Network and/or the Computer Laboratories. Requests for Visitors' access to these resources must be submitted and justified by an AUP staff member. This includes access for special events or other unique circumstances; in any case, visitor access to AUP resource will be granted for a limited time defined by the requester.

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Any member of the University community may use the University's information technology resources in support of instructional, research, and service missions sanctioned by the University. Access to these resources is granted to each individual for a specific purpose. Proper use of the resources must be consistent with that purpose. In particular, instructional access is granted for work done by officially registered students in support of a recognized course of study. Research access is granted for work approved by an authorized official of a University department.

University information technology resources may not be used for any commercial activity. Prohibited commercial activity includes using either e-mail or the web to advertise a service or activity that is not considered non-profit under the French tax code. Publishing your CV is normally not considered a commercial activity. Publishing a "link" to an external commercial site is normally not considered a commercial activity, unless you are compensated for publishing it. The University reserves the right to decide whether or not any given activity is commercial, and the University's decision is final.


By using University-supplied information technology resources and associated facilities, individuals and other entities agree to abide by all policies and procedures adopted by AUP as well as all current pertinent US and French laws. These include University policies and procedures against harassment, plagiarism, and unethical conduct; as well as laws prohibiting theft, intellectual property and copyright infringement.

The University reserves the right to restrict the use of its information resources and facilities, and to limit access to its computer systems and networks when faced with evidence of violations of University policies or standards, of contractual obligations or of other applicable laws. The University also reserves the right to remove or limit access to material posted on or transmitted by its computers and network facilities.

3.2 Acceptable Use Guidelines for Computer and Network Facilities

The University strives to provide fair and distributed access to information technology resources (i.e., computers and wired/wireless networks) and facilities for a large number of users. The acceptable use guidelines which follow apply equally to all types of electronic information services, including electronic mail (e-mail) and electronic news groups, provided on AUP's computer and network facilities. Everyone using University information technology resources is responsible for following guidelines that characterize acceptable use as defined below:

- 3.2.1 Acceptable use of shared information technology facilities follows the same standards of common sense, courtesy, and restraint that govern the use of other public facilities.
- 3.2.2 Acceptable use requires users to be ethical and respectful of the rights of others and of the diversity of the University community.
- 3.2.3 Acceptable use of information facilities respects individuals' rights to privacy and to freedom from intimidation, harassment, and unwarranted annoyance.
- 3.2.4 Acceptable use standards require everyone to take prudent and reasonable steps to prevent unauthorized access. Access authorization relies on user identification and

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password for each user. The ITS ID forms the basis for mechanisms that are designed to establish ownership and responsibility for computing resources and use.

- 3.2.5 Acceptable use respects these identification and security mechanisms.
- 3.2.6 Acceptable use requires that all users refrain from any illegal and improper intrusions into the accounts of others and/or into any University information technology resources and systems.
- 3.2.7 Acceptable use requires that all users recognize and honor the intellectual property rights of others.
- 3.2.8 Acceptable use of information facilities respects University regulations, contracts with University suppliers, and all applicable laws. Software theft, also known as software piracy, is a topic of much concern.
- 3.2.9 Acceptable use of software respects all associated license and/or purchase agreements; if you have not met the conditions of such an agreement for a given software package, do not copy the package for your use.
- 3.2.10 Acceptable use of all off-campus network connections, i.e., use of the Internet, respects the University's network access contracts that impose strict requirements. In general, off-campus network use must be for education or research. The University's access contracts prohibit commercial activities such as advertising. They also require all users to promote efficient use of the network to minimize and avoid, if possible, congestion of the network that interferes with the work of others.
- 3.2.11 Acceptable use of information technology resources requires that all users refrain from acts that waste resources and prevent others from having broad access to University computers and resources.


3.3 Enforcement

When instances of unacceptable use come to its attention, the University will investigate them and may take action to prevent their further occurrence. During an investigation, the University reserves the right to copy and examine any files or information resident on University systems allegedly related to improper use, including the contents of electronic mailboxes. Investigations that discover improper use may cause the University's authorized investigators to:

- 3.3.1 Deny the access of those found using facilities or services improperly;
- 3.3.2 Disclose information found during the investigation to other University authorities;
- 3.3.3 Begin discipline actions as prescribed by University policies and procedures;
- 3.3.4 Install automatic measures to limit improper use.

3.4 E-Mail: Notes on Use, Content, and Confidentiality

Access to and the responsible use of modern information resources is essential to the pursuit and achievement of excellence at AUP. The University encourages appropriate use of e-mail (electronic mail) to enhance productivity through the efficient exchange of information in furtherance of the University's mission of research, instruction and public service. Use of e-mail should be consistent with this mission and this policy and guidelines based on common sense, common decency, and civility applied to the network computing environment.

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The University's Information Technology Services staff makes every reasonable attempt possible to maintain the confidentiality of e-mail correspondence. However, the improper use of such a system could result on a disruption of service and the AUP reserves the right to take any necessary steps for the resolution of such a matter, including opening any electronic message.

3.5 Information Security: An Additional Note of Caution

As a user of the various computing systems maintained and operated by the University, you should be aware of the limited security of these systems and of information stored there. AUP's systems serve a variety of academic users and are intentionally open systems to make access and operation easy for users. Security for each computer system is essentially user-controlled by means of access passwords and guarding features. These security methods provide for orderly operation of each computer, but place the responsibility for security upon you, the user. You should realize that unauthorized access to information is possible through malicious mischief, particularly if you are careless about protection of your passwords and the use of system security features. You should be careful about storing or processing sensitive information; the University cannot guarantee the protection from unauthorized access.


3.6 Electronic Publishing Policy (World Wide Web Pages)

The University recognizes the value and potential of publishing on the Internet (typically on World Wide Web pages) and encourages students, staff, alumni, and faculty to publish electronic information. Any department, organization, class, or individual student, alumnus or faculty member may publish web pages in support of the mission of the University. To this end, the AUP Academic Computing Laboratory supports publishing on the web by members of the university community. The University has established policy guidelines regarding the use of University facilities, equipment, information, resources, and personnel. The objectives of this Policy are to:

- 3.6.1 Encourage the full and free exchange and expression of creative and/or scholarly ideas within the context of the mission of the University and applicable laws and regulations;
- 3.6.2 Maintain and enhance the reputation of the University;
- 3.6.3 Promote the transmission of knowledge, the pursuit of truth, the development of students, free inquiry and free expression;
- 3.6.4 Promote the public good;
- 3.6.5 Enhance opportunities for cooperation and productive interaction with persons who may visit WWW sites served by the University;
- 3.6.6 Ensure that the physical limits and demands on the network and electronic resources of the University are protected.

3.7 WWW Policy

All University information technology resources and facilities of the University shall be used solely for University academic, instructional, research or administrative purposes. Any unauthorized, illegitimate or illegal use of University information technology resources or facilities is a violation of University policy. Uses of

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University information technology facilities for access to the WWW for purposes other than those specified above are illegitimate. In addition, illegitimate use includes:

- 3.7.1 Use for any illegal purpose;
- 3.7.2 Any use that creates a hazardous or dangerous condition posing a threat to persons or property.
- 3.7.3 Use that infringes on the rights or freedoms of members of the academic community or which disrupts or obstructs the institutional mission;
- 3.7.4 Any unauthorized loan or rental of University property;
- 3.7.5 Publishing without permission copyrighted text, photos, graphic images, or sound recordings;
- 3.7.6 Violation of existing US and French laws regarding copyright, trademarks and intellectual property.

3.8 Copyright Law and WWW Materials

Copyright laws apply to electronic publishing as well as print publishing. Users may not place any materials owned by others (i.e. copyrighted works) on Web pages or in any form of electronic communication without the express permission of the copyright owner. Users must advise the ITS Helpdesk if the user has permission to post copyrighted material. A user who intends to or has secured copyright protection for published material should include the name of the user, the date, the word "copyright" and the copyright symbol (c) on the material.


3.9 Electronic Publishing Guidelines

Each user is responsible for the page(s) published and the pages to which they directly link. The following items are required:

- 3.9.1. The name and e-mail address of the page owner must appear on the master, or initial, page.
- 3.9.2. Personal home pages must not imply that the author represents the University in any official capacity.
- 3.9.3. Users should assume that materials (including pictures) found on the WWW are copyrighted unless a disclaimer or waiver is expressly stated. If a user wishes to display a copyrighted picture that is already on the WWW, the user should create a remote link to the material.
- 3.9.4. Special care should be taken in the use of materials licensed to AUP by their owner. Unless otherwise stated, these materials are restricted to use within AUP. Under no circumstances should such materials be redistributed.
- 3.9.5. Do not place any pictures or videos of people on the Web page without the permission of the subjects in the picture or video. Use without permission may be a violation of or invasion of a right to privacy.
- 3.9.6. Campus information technology facilities should not be used to communicate information that is of an abusive, obscene, hostile, harassing, or discriminatory nature.

The following items are recommended:

- 3.9.7. Is strongly recommended to include a link at the bottom of personal home pages that allow the user to return to the personal page master page.

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3.9.8. You are encouraged to consult html style guides that are readily available throughout the web.

3.10 Pertinent Laws

The user of University facilities or property for access to the WWW is responsible for being familiar with applicable law in relation to the use of copyrighted property, trademarks, or other incidents of intellectual property. The user is directed to the following sources and sites that allow review of the applicable French law:

3.10.1 Code de la Propriété Intellectuelle Livre Ier (droit d’Auteur)

3.11 Violation of World Wide Web Policy

AUP reserves the right to remove pages from its servers if it is called to the attention of University officials or French authority that the pages are actually or potentially in violation of any applicable law or rule or regulation.

3.12 Computer Software Supported Policy

The purpose of the software policy is to clarify the rights and responsibilities of all parties concerned with the usage of any software provided by AUP.

Any member of the AUP community, faculty, administration, staff and students, who has been granted the use of the AUP Information System, can expect support for the usage of any supported software and operating system listed in the Software and Operating system support List by the University Computing Department.

No support will be provided to home or personal computers or software even if either the operating system or any installed software is in the Software and Operating System Support List.

3.13 Software and Operating System Support List.

Operating System Supported


- Windows XP Professional

Software Supported

- Microsoft Office from Version 2000 to 2003.
- Adobe Acrobat, Version 5 and above.

(The complete list of supported software is in the process of being finalized)

3.14 Wireless Network Policy

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The purpose of the AUP Wireless Network Policy is to enable the AUP community to utilize the wireless network which is physically available in all AUP buildings. The term “AUP community” specifically refers to AUP students, faculty, and staff who have been assigned permanent user IDs to utilize the AUP computer network.

The Wireless Network has been designed to give network connectivity to any wireless card which follows 802.11b and 802.11g standards for Radio communication. Security is implemented by the use of WPA with Physical Network Card filtering.

In the interest of security, the AUP policy is to allow access of the AUP-LOCAL wireless network only to AUP faculty and staff who are using University-owned computers (ie: computers defined within the AUP Active Directory).

In contrast, the AUP wireless network is available to all AUP students and also AUP faculty and staff who choose to use a non-AUP-owned computer (ie: a computer not defined within the AUP Active Directory).

Regardless of whether the user connects to the AUP or AUP-LOCAL networks, the user utilizes the same user ID and password he uses to access the cabled networks. Likewise the same Guidelines given for the AUP cabled networks applies equally to the use of the AUP Wireless networks.

Occasionally, ITS will create a temporary Wireless network with restricted access to University network resources in order to accommodate special events and users outside of the University community. Although temporary userids and passwords are created for these events, all users of any AUP Wireless network are expected to abide by the guidelines published in this document.

Any policy applied to Wired Network is applicable to the Wireless Network, any violation of each one of these policies will result on the deny access to the contravening user.

3.15 Applicability of AUP Rules and Regulations

Violations of this policy may result in disciplinary action pursuant to the established procedures of the University.

4.0 Definitions

Term	Definition
AUP	the American University of Paris

Direct link: a link that requires only one traversal or one hop between two pages

HTML: Hyper-Text Markup Language

Link: A one-way hypermedia connection between information on the Web

Publisher: Person responsible for publishing/updating a web page

Personal Page: A Web page for a individual member of the University Community

University: The American University of Paris, 102 rue Saint Dominique, 75007 Paris, France. Abbreviated as AUP.

University Community: faculty, staff, students, and alumni of the University, whether or not compensated for their services; persons performing research or engaging in work or study utilizing University resources or facilities; and other persons allowed access or use of University resources or facilities.

University Property: includes, but shall not be limited to, the following:

- The name, The American University of Paris, all derivatives thereof and all logos, trademarks and trade names incident to the business and activities of the University.
- All University information technology resources, library holdings, telephone and communication systems.

University Resources: facilities, library resources, equipment, funds, personnel, and other resources belonging to or supplied by the University.

User: a person expressly authorized to use University information technology resources and associated services provided by the University.

5.0 Revision History

Date:	Authority:	Details: