Policy Number:	IT00-01
Approved by	The Leadership team
Date Approved by:	01/06/2012
Date Effective:	Immediately
Date of Next Review:	01/06/2014
Related Policies:	IT01-02: Use of Computing and Network Resources – Applicants, Students and Alumni
	IT01-03: Use of Computing and Network Resources – Faculty and Staff
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 employees, students, contractors, consultants, temporaries, and other workers at the American University of Paris (hereinafter "University"), including all personnel affiliated with third parties. This policy applies to all equipment that is owned or leased by University.

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 the creation, modification, deletion of any credential related to a Faculty or staff member, such as user IDs and passwords.

Student access to the AUP resources is authorized by the Registrar's Office. A Student account is automatically created when the student status is changed to "Admitted". The

automated process will create the necessary student credentials, including user IDs and password.

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

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.

Commercial Activity: 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.

Respecting US & French law: 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 and 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.

Restricting or Limiting Access: 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 password for each user. The ITS ID (NetID) 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.

3.2.12 Acceptable use of AUP systems requires that all material prepared and utilized for work purposes and posted to or sent using University computing and other telecommunicating equipment, systems or networks must be accurate and must correctly identify the creator and receiver.

3.3 Enforcement

When instances of unacceptable use come to its attention, the University will investigate and may take action to prevent further occurrences. 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.

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. See policy IT-01-03, Section 3.1.

3.5 Information Security: An Additional Note of Caution

All users of the various computing systems maintained and operated by the University 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 the user. Users should realize that unauthorized access to information is possible through malicious mischief, particularly as a result of carelessness about protection of passwords and the use of system security features. Users should be careful about storing or processing sensitive information; the University cannot guarantee 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 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 (according to French and international law);

3.7.2   Any use that creates a hazardous or dangerous condition posing a threat or perceived as a threat to persons or property.   See Règlements Intérieur, Article 1.

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 business use, loan or rental of University property;

3.7.5   Publishing copyrighted text, photos, graphic images, or sound recordings with no infringing use;

3.7.6   Violation of existing US and French laws regarding copyright, trademarks, patents, and any 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 obtain or has secured copyright protection for published material should include their name, the date of publication, 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 should explicitly state that the views expressed are those of the author and do not represent the views of the University.

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. Place or make reference to pictures or videos on the Web page only after obtaining the permission of the subjects in the picture or video. Use without permission may be a violation of or an invasion of a right to privacy.

Campus information technology facilities should not be used to communicate information that is of an abusive, obscene, hostile, harassing, or of a discriminatory nature. See Règlement Intérieur, Article 1.

3.9.7. Include a link at the bottom of personal home pages that allow the user to return to the personal master page.

3.9.8. 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 French and international 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: *"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 any pages are actually or potentially in violation of any applicable law, 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 for 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.

The complete list of supported software and operating systems can be found in the IT Services section of MyAUP.

3.14   Wireless Network Policy

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.

Any policy applied to the Wired Network is applicable to the Wireless Network. Any violation of these policies will result in the loss of access rights.

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 internet (web) 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 an 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.

User ID: a unique identifier for each user that permits authorization and access to AUP computer resources when used with the correct password, and also known as NetID.

5.0 Operational Information

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.

University-owned Computers: 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).

Non-AUP Computers: 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.

Special Events: 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.

6.0 Revision History

Date:	Authority:	Details:
24Aug2012	**E. Ritt**	**Enhancements to language, formatting.**
8 October 2012	**E. Ritt**	**With feedback from** Tracy Mitrano, Director of the IT Policy and Institute for Computer Policy and Law in Cornell University.