Policy Number:	IT01-02
Approved by	The Leadership team
Date Approved by:	01/06/2012
Date Effective:	Immediately
Date of Next Review:	01/06/2014
Related Policies:	IT00-01
Contact:	ITS Director

1.0 Purpose

This policy states the obligations and rules that applicants, students and alumni of The American University of Paris (hereinafter "University") must follow in their usage of University computing and network resources.

2.0 Scope

This policy applies to all applicants, students and alumni who use the University's computing resources.

3.0 Policy

The University's computing and telecommunications networks, computing equipment and computing resources are owned by the University and are provided primarily to support the academic and administrative functions of the University. The use of this infrastructure and equipment is governed by University policies and procedures. Additional rules and regulations may be adopted by various departments or units to meet specific administrative or academic needs. Any adopted requirements must be in compliance with this policy and all applicable laws.

3.1 REGULATORY LIMITATIONS

3.1.1 The University may monitor access to the equipment and networking structures and systems for the following purposes:

3.1.1.1 To ensure the security and operating performance of its systems and networks

3.1.1.2 To enforce University policies.

3.1.2 The University reserves the right to limit access when University policies are violated or where University contractual obligations or University operations may be impeded.

3.1.3 The University may authorize confidential passwords or other secure entry identification. However, employees should have no expectation of privacy in the material sent or received by them using the University computing systems or networks. While general content review will not be undertaken, monitoring of this material may occur for the reasons specified above.

3.1.4 The University generally does not monitor or restrict material residing on either University computers housed within a private domicile or on non-University computers, whether or not such computers are attached or able to connect to campus networks.

3.1.5 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 of such.

3.2 PERMISSIBLE USE

Applicants, Students and Alumni are expected to follow this policy and any related University rules, regulations and procedures for University work produced on computing equipment, systems and networks. Applicants, Students and Alumni may access these technologies for personal use within the following constraints:

3.2.1 The use must comply with all applicable laws.

3.2.2 The use is not prohibited by any University policy or regulation.

3.2.3 The use does not overload the University computing equipment or systems, or otherwise harm or negatively impact the systems' performance.

3.2.4 The use does is not intended to result in commercial gain or private profit (other than allowable under University intellectual property policies).

3.2.5 The use does not violate any applicable laws or University policies on copyright, trademark, or any intellectual property.

3.2.6 The use does not state or imply University sponsorship or endorsement.

3.2.7 The use does not involve any attempts to circumvent system security or in any way gain unauthorized access to University or external resources.

3.3 SUSPENSION OF PRIVILEGES

3.3.1 The Director of Information Technology Services may approve suspension of a user's access privileges for as long as necessary in order to protect the University's computing resources. As soon as practicable following the suspension, Information Technology Services must take the following actions:

3.3.1.1 The user must be provided with notice of the suspension and the reasons for it.

3.3.1.2 The user must be given an opportunity to meet with the Director of Information Technology Services and the Dean of Students, the Director of Alumni Affairs or the Director of Admissions (as relevant) to discuss the suspension if the user requests it.

3.3.1.3 Following the meeting, the student must be notified that the user may appeal to the Academic Computing Advisory Committee if the student is dissatisfied with the outcome of the meeting.

3.3.2 If the Director of Information Technology Services believes that this policy has been violated, the Director of Information Technology Services may refer the matter to through the relevant campus disciplinary channels.

3.4 VIOLATION OF POLICY

3.4.1 Any violation of this policy is "misconduct" under the University's student conduct code. Violations should be reported as provided in that code.

3.4.2 Sanctions for violation of this policy may include revocation or suspension of access privileges in addition to any other sanction permitted under the student conduct code.

3.4.3 Violations of law may also be referred for criminal or civil prosecution.

4.0 Definitions

Term   **Definition**
AUP   the American University of Paris

5.0 Revision History

Date:	Authority:	Details:
24 August 2012	**E. Ritt**	**Enhancements to wording & formatting**
8 October 2012	**E. Ritt**	**Enhancements to harmonise text with policy for Faculty and Staff (IT01-03).** **Note that this policy is identical to IT01-02, except for Section 3.3, Suspension of Privileges, which is not included in IT01-02.**