Policy Number:	IT01-03
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: Information Systems Acceptable Use Policy
	IT01-02: Use of Computing and Network Resources – Applicants, Students and Alumni
Contact:	ITS Director

1.0   Purpose

This policy states the obligations and rules that faculty and staff must follow in their usage of computing and networks at The American University of Paris (hereinafter "University").

2.0   Scope

This policy applies to all faculty and staff of the University.

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 have no expectation of privacy in the material sent or received by them over 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 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, unless the security and operating performance of AUP's systems and networks require monitoring (see 3.1.1).

3.2 PERMISSIBLE USE

Employees are expected to follow this policy and any related University rules, regulations and procedures for University work produced on computing equipment, systems and networks. Employees 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 VIOLATION OF POLICY

3.3.1 Any violation of this policy is "misconduct" under University's policies (faculty and non-faculty) and "unacceptable personal conduct" policies.

3.3.2 Sanctions for violation of this policy may include one or more of the following: a revocation of access privileges; a written warning or written reprimand; demotion; suspension without pay; dismissal; or prosecution for criminal violations.

3.4 APPLICATION OF PUBLIC RECORDS LAW
All information created or received for work purposes and contained in University computing equipment files, servers or electronic mail (e-mail) depositories are public records and are available to the public unless an exception to the Public Records Law applies (US, French or European PRL). This information may be purged or destroyed only in accordance with the University records retention schedule and regulations.

4.0 Definitions

Term	Definition
AUP	the American University of Paris

5.0 Revision History

Date:	Authority:	Details:
22 August 2012	**E. Ritt**	**Enhanced 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.