



**INFORMATION TECHNOLOGY SERVICES  
POLICIES AND PROCEDURES**

**Policy Name:** AUP Participation Policy

**Policy Number:** ITS-GEN-001

**Subject:** Ethical Agreement Signatures

**Initial Effective Date:** 1/1/1990

**Approval:** \_\_\_\_\_

**Last Revision Date:** 9/13/2006 AJH

**I. DESCRIPTION:**

It is ITS policy to require that any user granted an interactive account on any College-owned or –operated computer system submit a signed copy of the *Albright College Technology Acceptable Use Policy (AUP)*. In addition, any user granted anonymous access to College IT systems or resources agrees to be bound by the terms of the AUP.

**II. PURPOSE:**

This policy protects the College from liability stemming from misuse of its systems and IT resources by a third party. It also (through the AUP text) enumerates the responsibilities of and limitations on user conduct within College IT systems.

**III. SCOPE:**

This policy applies to all users of College-owned or –operated IT systems, including (but not limited to) students in all programs, all employees, alumni, and guests.

**IV. RESPONSIBLE PARTIES:**

Any College employee or office which distributes access information for College IT systems, or which provides or supports anonymous access to any College IT system or resource. The IT Services department is responsible for updating the AUP itself.

**V. REFERENCES:**

- The *Albright College Technology Acceptable Use Policy*
- ITS Network Account Sheet (with AUP on the reverse).

**VI. PROCEDURES:**

IT Services is responsible for updating the AUP on an as-needed basis. Revisions must be distributed to any and all departments which distribute IT system account information or provide anonymous access. As of this writing, those departments are the Library and Degree Completion Program. Distribution will be in the form of a password-locked PDF file that allows printing only (no Editing, Copying, Cutting, or Pasting).

Students, Alumni, and Employees are to be provided with a Network Account Sheet (with the *Ethical Agreement* on the reverse), to be signed and returned to ITS before distribution of their Network Account information, which is detached from the bottom of the form and retained by the user.

**VII. EXCEPTIONS:**