IT Policy Review

October 18, 2016

AUBURN UNIVERSITY
OFFICE OF INFORMATION TECHNOLOGY

Four Policies For Review

- ▶ Appropriate Use of Information Technology
- ▶ Eligible User
- ▶ Electronic and Information Technology Accessibility
- ▶ Employee & Student Email

Appropriate Use of Information Technology

Any individual or group granted permission to use Auburn University Information Technology (IT) resources is responsible for using those resources in an appropriate manner, consistent with the mission of the university, and in compliance with federal, state, and local statutes and Auburn University policies.

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- Use IT Resources to Serve the Mission of the University
- Be Legal
- Be Nice
- No Commercial Use
- Don't Hog Resources
- Colleges & Departments May Create Additional Policies

Eligibility for Auburn University User Accounts

A person or entity (user) may be granted an Auburn University user account and access to particular Auburn University computing resources only if such access supports the mission of Auburn University.

- ▶ Employees
- ▶ Students
- ▶ Retirees
- ▶ Graduates (Email through O-365)
- ▶ Visiting Scholars & Research Partners
- ▶ Affiliates
  - ▶ Contractors
  - ▶ Vendors Providing Systems Support
  - ▶ Campus Ministers
  - ▶ And Dozens of Additional Categories
- ▶ Annual Review and/or Expiration Date

Electronic & Information Technology Accessibility Policy

Ensuring equal and effective electronic and information technology access is the responsibility of all University administrators, faculty, and staff.

The University will procure and deploy Electronic and Information Technology software, hardware, and services that have been designed and developed to be accessible to people with disabilities.

- ▶ Based on Recent Settlements & Enforcement Actions by the Department of Education and OCR
- ▶ Priority Placed on Systems Generally Used by Students (and also employees)
- ▶ Accessibility Standards for Web Development
- ▶ In the Procurement Process Now Includes an Accessibility Review
- ▶ SiteImprove Software In Use for Accessibility Review & for Training

Employee & Student Email Policy

- Auburn University email is an approved medium for communication among Auburn University employees and students and external parties.

- Persons with Auburn University email accounts are expected to use them appropriately.

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- The purpose of this policy is to ensure that Auburn University email is an effective and secure means of communication for Auburn University employees and students.

- Auburn University email systems are managed in accordance with the University's Electronic Privacy Policy.

- Email sent outside the university is not assured of privacy and may be viewed by others.

- Official email communication for Auburn University employees and students should take place through the Auburn email system.

- Email communications with students should be addressed to their Auburn email address.

- Be Nice

- No Commercial Use

- Don't Send Unauthorized Mass Mailings

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- ▶ Employees are prohibited from automatically forwarding Auburn University email to a third party email system.

- ▶ Individual messages that are forwarded by the user to a personal account must not contain Auburn University confidential or sensitive information.