

Montgomery College



Acceptable Use Policy (AUP)

Acceptable Use Policy (AUP) PowerPoint Presentation

**This Acceptable Use Policy (AUP)
PowerPoint presentation was developed by
the Office of the Information Technology
Policy Administrator (ITPA).**

**The content of the presentation was reviewed
by the Office of the General Counsel.**

What Is the AUP?

The AUP is the College policy that ...

- provides guidelines for the acceptable use of Montgomery College's technology resources by members of the College community and non-College individuals who have been authorized to use these resources.
- applies to all technology devices -- including those that attach to computers, printers, software, telephones, PDAs and instructional television equipment.

What does “Acceptable Use” Mean?

It means technology resources may be used to support ...

- work - related tasks
- occasional, limited, non - work related tasks as long as these tasks do not interfere with the user’s work, another’s work, or have an undue impact on the College’s IT resources
- the creation, display or transmission of material that does not violate College policy.

What Are My Responsibilities?

All users are responsible for ...

- abiding by the College's security requirements
- abiding by existing legal requirements, including respecting intellectual property rights, e. g. copyrights and trademarks
- adhering to a standard of behavior that is not disruptive to the business of the College
- being good stewards in the care and safeguarding of files and records.

Other Acceptable Use Expectations



Privacy Issues



Web Publishing Issues



Policy Assurance



Privacy Issues

Users should have no expectation of privacy.

Information

**created, or
received for work purposes, and/or
contained in College computing
files, servers or email**

can constitute a public record.



Privacy Issues

MC voluntarily chooses to refrain from inspecting user files, and electronic and telephonic communications.

However, in very special situations and with senior vice president approval, the College may monitor access to its equipment and networking structures and systems in order to:

- **insure the security and operating performance of its systems and networks**
- **review employee performance**
- **enforce College policies, procedures, guidelines and applicable law.**



World Wide Web Publishing

- Personal websites or home pages are permitted as a learning tool.
- Personal websites must display disclaimer:
“This page/site is not endorsed or sponsored or provided by or on behalf of Montgomery College.”
- Electronic publishers must abide by all laws and rules and regulations.



Policy Assurance

- The AUP establishes the Office of the Information Technology Administrator (ITPA) position.
- The ITPA is responsible for investigations of unacceptable use of technology resources.
- Results of the ITPA's investigations are reported to the supervisor, Chief Human Resources Officer, and Office of the General Counsel (as appropriate).

Reporting An Issue or Concern

Any employee who believes they may have witnessed a possible violation of the AUP, or has a question about the Acceptable Use Policy, should contact the IT Policy Administrator (ITPA).

The ITPA may be contacted by telephone at:
ITPA Confidential Reporting Line
(240) 567-3200

The ITPA may be contacted by email at:
itpa@montgomerycollege.edu

Please Note:

This presentation cannot possibly address all situations that arise under the AUP, nor is it meant to be comprehensive or replace the AUP and other College policies and procedures.

Accordingly, you should review and become familiar with all the policies and procedures of the College as they apply to you.

**An electronic copy of the AUP is posted at:
www.montgomerycollege.org/verified/pnp/66001.doc**

A hard copy is located at each campus Library.

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