

## Policy Approval Form

Executive Summary. (Type a short summary of the process followed to develop this policy, identify those involved in its development, reason for undertaking the process, and key features of the policy). This section is to be completed by the group or individual assigned to develop this policy.

### Appropriate Use Policy

An appropriate use policy is one important step in providing reliable and expected services while advising individual use and managing risk. It helps us to:

- Protect privacy of and confidential information about students, faculty, and staff
- Create a reliable and safe environment for academic explorations
- Ensure that IT resources are available to all students, faculty, and staff
- Facilitate an awareness of the rights and responsibilities for using Evergreen IT resources
- Reduce the havoc that outsiders can wreak on our systems

The policy balances community needs for flexibility and exploration with the college's stewardship of state resources, ensuring a reasonable level of service for teaching/learning and administrative services, while respecting both user privacy and the value of information. It supplements and highlights existing laws, regulations, and policies.

The policy applies to all IT-system users, college owned or managed computers and peripherals, campus wired and wireless networks, and connected devices. The policy highlights roles and responsibilities of users and the college, privacy and public records, what can be attached to the campus network, sample specific prohibitions, and consequences. In general the key rights and responsibilities of users are highlighted included expectations such as

- Using resources within boundaries of law, policies, and ethics
- Protecting passwords and data
- Using resources that does not diminish use by others

Relevant laws, regulations, and policies are listed along with their web address (URL) in an appendix.

### **Implications for not having the policy**

Without the policy the college would be relying on a disparate collection of usage policies and procedures across units/departments that may not be consistently applied or applied at all. In some cases users could argue that their misuse was legal because we have no policy. We would remain one of a few colleges, across the nation that does not have an official AUP. Additionally, confusion and costs would remain on items such as

- Roles and responsibilities for computer usage
- Who to contact on privacy matters
- Office desktop computer virus infection and dysfunction due to screen saver or other software applied without authorization
- Support staffs extra time commitment to correct system malfunctions due to end user misuse

### **Process**

During April and May a final draft of the IT AUP was developed and presented to the campus community for comment through

- On the Web at <<http://blogs.evergreen.edu/blogs/groups/ac/>>
- At in-person comment collection sessions on the following dates/locations:
  - May 18 at 4-5pm Housing Community Center
  - May 18 at 5-7pm The Greenery
  - May 23 at noon-1pm Lab I Lobby 1st Floor by Program Secretary Offices
  - May 23 at 4-6pm Cab Lobby
  - May 26 at noon -1pm Sem2 E 2105
  - May 26 at 4-6pm Sem 2 B 2105
  - May 27 at noon -1pm Cab Lobby
  - May 31 at 11 - 2pm Library Lobby
- Email to Julian Pietras at [pietrasp@evergreen.edu](mailto:pietrasp@evergreen.edu) (Please have only "AUP Comments" in the subject line to help Julian manage the email)

### Community feedback

The Evergreen community provided feedback through June 30, 2005. The C&C IT-AUP workgroup met in June, July, and Aug to review comments and develop a final version of the AUP. Campus comment themes included

- Housing wireless access point authorization
- Confidentiality of student email
- Authorization Access -- how is access authorized and delegated
- Political use/campaigning
- Discipline process
- Academic Freedom
- Off-campus community use

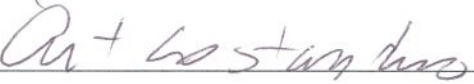
Julian has met with 47 people in a variety of in-person locations. There were about 23 students and 24 fac/staff that he met. We have received 10 blog comments, 11 emails, and 4 paper based comments.

### Attorney General Comments

The AG has reviewed the AUP and provided a few clarifying suggestions.

Vice President for Academic Affairs and Provost  Date 11-29-05

Vice President for Finance and Administration  Date 11-29-05

Vice President for Student Affairs  Date 11/29/05

Executive Associate to the President  Date 11/29/05

President  Date \_\_\_\_\_