

## **Acceptable Use Policy, Frequently Asked Questions (FAQ)**

### **Q. Why has there been a revision of the Acceptable Use Policy (AUP)?**

A. The previous adopted AUP was written in the mid 1990's and was very outdated. The new revision was created by Cayuga's Technology Advisory Group using industry standard resources and legal advice. The new AUP clearly establishes the purpose, acceptable use, and unacceptable use of the College's computer and network resources, and meets the needs of both the users and the College in order for the College to safely conduct business.

### **Q. Can the College monitor my use of the College computer network?**

A. Yes. For example, the IT department must monitor network activity in order to detect virus outbreaks and react to keep the network safe. While the College recognizes the role of privacy in institutions of higher learning and endeavors to honor that ideal, there is no expectation of privacy of information stored on or sent through College owned IT resources, except as required by law.

### **Q. Who is responsible for monitoring employee's usage of College computer resources?**

A. The employee's supervisor is typically responsible for monitoring their employee's use of all College resources (including the computer "system").

### **Q. Why can't I use the College's computer resources for personal gain?**

A. The AUP cannot allow for College users to use College computer resources for personal gain because of liability and other reasons. For example, when a user sends email using a College account, the email is branded with the College's domain name (cayuga-cc.edu). If a user was to do this when conducting business for personal gain, the intertwining of the College's brand is inseparable and can be the basis of legal and reputation issues. Federal, State, Local laws are also involved – particularly when it comes to the transfer or transport of financial information across the College's network (Payment Card Industry Data Security Standard) or Personally Identifiable Information (PII) via any protocol, whether encrypted or not. Foreign laws may also apply if business is done over the Internet with someone offshore or in another country.

### **Q. May I use the College's computer resources for fundraising for my College club?**

A. Yes, as long as the club is a College Club that is governed by the Student Government Organization (SGO), and the fundraising activities involving the College's computer resources do not violate the AUP.

### **Q. May I use the College's computer resources for fundraising for a charity?**

A. Only if the fundraising activity does not violate any and all other applicable College policies (e.g. the College Fund Raising Policy 200.319 – available in the College Policy Manual), and does not violate any of the provisions of the Acceptable Use Policy.