Policy Number: IT008EN
Last Review: 06 Aug 2019

1. PURPOSE

To support AUP's student-centered and dynamic approach to active learning, the Department of ITS provides Multimedia Services, such as facilities and equipment-lending, through its Multimedia Office. This policy ensures that access to Multimedia Services is consistent and fair, and available to individuals who meet the requirements outlined in the Multimedia Usage Eligibility section.

2. WHO IS AFFECTED BY THIS POLICY

All users of AUP computing resources (employees, applicants, students, contractors, consultants, and other workers at AUP affiliated with third parties).

3. POLICY STATEMENT

AUP policies and procedures govern the use of AUP infrastructure facilities and information technology equipment. Departments or units may adopt additional rules to meet specific administrative or academic needs. Any adopted requirements must be in compliance with this policy and applicable laws. Everyone using University Multimedia Services is responsible for adhering to the guidelines below.

Multimedia Usage Eligibility

The Multimedia Office manages and limits use of Multimedia Services to cohorts who meet the requirements below. The Director of ITS must authorize any exceptions. The window for eligibility may vary from semester to semester. Be sure to consult the multimedia office for specific dates of eligibility.

1. Students with active AUP accounts have access to Multimedia Services.
2. AUP faculty and staff with a valid AUP ID card, and are actively working, have access to Multimedia Services.
3. Alumni with a valid AUP ID card and valid AUP administrative permission are eligible to use the AUP Film Studio.

Multimedia Priority Access Guidelines

In order to provide understanding of the Multimedia resource allocation, the below guidelines explain the priority guidelines for certain Multimedia Services, unless otherwise stated by the Director of ITS. Students and their professor/advisor should contact the ITS Multimedia Office at the beginning of the semester and/or as soon as a special project has been accepted and registered by the Office of the Registrar.

Priority guidelines:

1. First priority is given to reservations from students enrolled in any course based on completing video/audio assignments. All other multimedia equipment, facilities, and services for this cohort are available on a first come, first serve basis.
2. Second priority is given to requests involving directed studies, senior projects or practicum trips that require the use of audio, photo and/or video equipment.
3. Special projects that do not fall into the above categories.
4. Within each of the above project types, priority is given in the following order: Students, Faculty, Staff, Alumni (for film studio only).

Availability of Multimedia Equipment and Services

1. Equipment is available until the last day of class.
2. For courses utilizing video/audio/photo based assignments, equipment is available until the first day of final exams.
3. Equipment is checked out for a limited number of days that cannot exceed one week and depending on the available stock and needs.

4. Professors, advisors, and supervisors should contact the ITS Multimedia Office at the beginning of the semester to discuss their assignments and the scope of the multimedia projects that will be assigned for completion on or before the last day of class.

Responsibilities of Users

1. Requests to borrow equipment can be made via an email to multimedia@aup.edu or by visiting the multimedia office in person.
2. When checking out equipment, Users accept responsibility for all repair, replacement costs, and the timely return, of items that are lost, late, stolen, or damaged.
3. Users must maintain communication with the Multimedia Office, and reply within 24 hours to any contact from the Department of ITS regarding the equipment.
4. All borrowed equipment must be returned in full. No partial returns will be accepted.
5. When a reservation is made by a group, by default, each individual group member is responsible for the care and return of all borrowed equipment. No partial returns will be accepted.
6. When a reservation is made by a group, with exception, group members have the option to choose representatives, within the group, willing to take full responsibility for the safe and timely return of all equipment. This form of check-out requires a written statement signed by the manager of multimedia.
7. Multimedia Users must return equipment on time and in good condition. Equipment is to be returned in the same state as when received. All equipment accessories must be returned with the associated equipment.
8. Multimedia Office staff will inspect the equipment before check-out and after check-in. Check-outs must be handled in person by the user(s). Users are encouraged to check the equipment before leaving the multimedia office.
9. Lost, damaged or broken equipment should be reported to the Department of ITS as soon as possible.
10. A request for equipment may be refused at any time if the Department of ITS determines that the equipment is at risk or if the AUP Code of Conduct has been violated.
11. Users must leave multimedia facilities, such as the Film Studio and the Computer Labs, clean and in order.
12. Any fines and/or issues must be resolved before multimedia equipment or services can be allocated again.

Enforcement

Any violation of this policy is "misconduct" as defined by the AUP Code of Student Conduct or as defined by the Office of Human Resources. If a Multimedia Office staff member believes that a User has violated this policy, s/he will refer the matter to the Director of ITS. The Director of ITS will investigate and may take action to prevent further occurrences. During an investigation, the Director of ITS reserves the right to copy and examine any files or information resident on University systems allegedly related to improper use, including the contents of electronic mailboxes.

Violation of Policy

The terms and conditions of all suspension periods and fines will be determined by the Director of ITS. Investigations that uncover improper use may result in sanctions that could include one or more of the following:

1. ITS-related University fines
2. Suspension of Multimedia Services privileges (e.g. borrowing equipment, usage of Film Studio)

Appeals

1. Users facing a fine or a suspension of borrowing privileges, who feel their case and circumstances are not covered by this policy, may contact the ITS Multimedia Office. Any appeal must be made in writing.
2. Users may request, in writing, an appointment with the Director of ITS, and should include all related correspondence with the ITS Multimedia Office. Users and/or the Director of ITS may request the presence of ITS Multimedia Office staff at the meeting.
3. All appeals will be analyzed and reviewed by the Director of ITS.

4. RESPONSIBILITIES
   The ITS Multimedia Office and Director of Information Technology Services are responsible for the interpretation and administration of this policy.

5. DEFINITIONS

   AUP   The American University of Paris

   ITS   Department of Information Technology Services at AUP

University Community	Faculty, staff, students, and alumni of AUP, whether or not compensated for their services; persons performing research or engaging in work or study utilizing University resources or facilities; and other persons allowed access to University resources or facilities.
User	A person expressly authorized to use University information technology resources and associated services provided by AUP.
Multimedia Office	A subsection of the Department of ITS, the Multimedia Office provides equipment, guidance, and technical support for academic and multimedia projects. The Office is managed by the Classroom Technology and Multimedia Specialist.
Multimedia Services	ITS equipment, multimedia equipment, facilities, software licenses, etc. Provided by and managed by the Multimedia Office. Examples include: renting audio, video, and photo equipment, lights, and allocating Adobe licenses.

6. APPROVALS & HISTORY
Leadership Team approval on ???
Next review on ???

7. ISSUING OFFICE AND CONTACT

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