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Document title: [**Peer-To-Peer File Sharing Policy – January 2016**]

Approval date: [**January 2016**]

Purpose of document: [ The purpose of this policy is to outline the acceptable use of AUC IT resources with regards to peer to peer applications. These rules are in place to protect the Staff, Faculty, Students and AUC community.]

Office/department responsible: [ **Official AUC Office/Department/Center/School Name – not units** ]

Approved by: [ **Wessam Maher, Principal Campus Information Security Officer**]

Document classification level: [**PUBLIC**]

Document accessible: [ <http://www.aucegypt.edu/about/policies/Pages/default.aspx>]

Document includes: [**Policy**]

Related documents/see also: [ **AUC Data Governance Policy, Information Security Policy, Electronic Mail Email Policy, Acceptable Use Policy, Peer to Peer Sharing Policy**]

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**AUC Policy Banning Peer-To-Peer File Sharing In Accordance With The Higher Education Opportunity Act Of 2008**

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## **Policy Statement**

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In compliance with the Higher Education Opportunity Act of 2008 (HEOA), the American University in Cairo adopts the following plan in order to deter unauthorized distribution of copyrighted material by users of the university's network, while at the same time not unduly interfering with educational and research-related use of the network.

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## **Reason for Policy/Purpose**

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The purpose of this policy is to outline the acceptable use of AUC IT resources at AUC. These rules are in place to protect the Staff, Faculty, Students and AUC community. Inappropriate use exposes AUC to risks including information disclosure, virus attacks, compromise of network systems and services, and legal issues.

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## **Who Approved This Policy**

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Wessam Maher, Principal Campus Information Security Officer

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## **Who Needs to Know This Policy**

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Entire AUC Community

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## Web Address for this Policy

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<http://www.aucegypt.edu/about/policies/Pages/default.aspx>

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## Contacts

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Responsible University Official: Wessam Maher, Principal Campus Information Security Officer  
 Responsible University Office: Office of Information Technology - Information Security Office

If you have any questions on the policy or procedure, you may send an e-mail to [infosec@aucegypt.edu](mailto:infosec@aucegypt.edu)

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## Definitions

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Term (alphabetical order)	Definition as it relates to this policy
P2P	Peer to Peer

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## Policy/Procedures

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The use of peer-to-peer computer file sharing programs (e.g., BitTorrent, KaZaA, Morpheus, Limewire, iMesh, Gnutella, Grokster, and all similar programs and their successors) that are primarily employed to share copyrighted works is prohibited on the campus network. Where possible, peer-to-peer communication will be intercepted and blocked by network control systems. The use of methods designed to evade that blocking is prohibited. Specific exceptions to this policy may be approved by the Chief Technology Officer in instances where such programs will be used exclusively for educational/research purposes and in a manner that complies with the Egyptian and US copyright laws.

### **Technology-Based Deterrents**

AUC employs multi-layer of technologies to combat illegal file sharing, using Intrusion Prevention and application control features to block delectable P2P traffic across the university. Also, bandwidth management and throttling is employed to limit bandwidth consumption and the number of connection that can be utilized by P2P to hinder the P2P activity.

### **Educating the Community**

The university uses numerous mechanisms to educate and inform the community by using several channels to communicate with its community, such as: AUC news website, Email Announcements targeted to Students, Faculty and Staff. In addition, the students run publications will be invited to cover this topic. The University is planning to include this policy in the student, faculty and staff handbooks in the future.

**Procedures for Handling Unauthorized Distribution of Copyrighted Material**

The Information security office traces the source of distribution of illegal content. Upon successful identification of the device used and or the user, the Information security office reports the incident to the appropriate disciplinary entity based on the user role at AUC; Accordingly, Students, Faculty, and Staff cases are forwarded to VP of Student Affairs, Provost, Human Resources Executive Director respectively.

**Legal Alternatives to Downloading**

AUC has not made any special arrangements of this type.

**Procedures for Periodic Review of This Plan**

On Semi-annual basis, the Information Security office conducts tests to ensure the effectiveness of the solution in place and accordingly decides if further enhancements should be implemented or not.

**Enforcement:**

Any user found to have violated this policy (or part thereof) may be subject to disciplinary action, up to and including termination of employment or dismissal from the University.

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**Forms/Instructions**

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Kindly contact the IT Help Desk for more info, support@aucegypt.edu

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**History/Revision Dates**

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Origination Date: June, 2010

Last Amended Date: January, 2016

Next Review Date: July 2019