



University of Pittsburgh Computer Access and Use Policy Committee Charter

I. Preamble

This body is called the Computer Access and Use Policy Committee (Committee). It is authorized by the Chancellor and will serve at the Chancellor's discretion. The Chancellor has authorized the Vice Chancellor and Chief Information Officer (VC/CIO) to direct the operations of this Committee, consistent with the terms of this Charter. This Charter outlines the purpose, relevant background, scope, responsibilities, composition, and operations of the Committee, as well as the review process for any proposals generated by this Committee.

This document should be read in conjunction with Policy AO 01, Establishing University Policies, and all other applicable University policies, protocols, and procedures.

II. Purpose

The Committee is created for the purpose of reviewing and proposing substantial revisions to the University Policy on Computer Access and Use (Policy AO 10, formerly 10-02-05) as well as documents that will support its implementation. The revised policy will provide updated standards and responsibilities for accessing and using University information technology services, information systems, and networks (IT resources).

III. Background

The Policy has University-wide application as it governs both access and use of the University's IT resources. The University's IT resources include information technology services (e.g., email, social media accounts, libraries, data warehouse, etc.); information systems (PeopleSoft, Microsoft Office, Salesforce, Oracle, etc.) and networks (e.g., Wireless or wired; on or off campus; real or virtual; etc.).

The current Policy governing the access and use of these resources has not undergone a comprehensive review in several years and is now out of date with best practices in the IT industry as well as higher education. Updated requirements and guidance for IT resource access, including access controls, authentication rules, provisioning and the appropriate use of IT resources, including providing user responsibilities and monitoring use by the University, is needed in order for the University to properly manage its resources. Of particular note are the changes in the access and use of IT resources by personally owned devices that need to be considered to ensure that user privacy, resource security, and cost are reflected in the University's guidance.

The Committee expects to update this Policy in coordination with the committee revising the University Network Policy to be sure that each is properly scoped and provide necessary

guidance to users. A separate committee will be examining the University Network Policy, given the specific and different issues that must be addressed in that Policy. For example, a person can join the University network, but not necessarily access or use the IT provided by our systems or services.

IV. Scope and Authority

The Committee will recommend a revised Computer Access and Use Policy, and supporting documents, which will replace the current University Policy found at AO 10. In doing so, the Committee's deliberations must address the following topics:

- Authority and Responsibility. Examine the requirements and associated responsibilities to determine if any changes are necessary in light of changes to the University's IT governance structure, including the establishment of Pitt IT and the Information Technology Advisory Committee (ITAC);
- Compliance. Address specific compliance requirements associated with the access and use of IT resources (e.g., specific security controls for data developed through research);
- Clarity. Consider users of the Policy and the use of terms so that the Policy and supporting documents are clear and concise to them;
- Change in Use. Consider changes that are necessary to accommodate changes in flexible work arrangements including additional controls that may need to be implemented for remote access and use;
- Appropriate Use. Consider what guidance users of IT resources will need to understand what is the appropriate use of Pitt IT;
- Reporting. Consider any reporting requirements with respect to computer access and use;
- Best Practices and Security. Consider access controls, including least privilege, separation of duties, training and use controls including unacceptable use and monitoring, that are used by the IT industry and our peer institutions; and
- Bring Your Own Device. Consider cost and security when a personal device is used to access and use University information technology resources compared to a University supplied device.

V. Responsibilities

As provided above, the Committee is created to propose a revised Policy on Computer Access and Use. To perform this function, the Committee has the responsibility to:

- Review the current University Policy AO 10, Computer Access and Use;
- Research and discuss best practices for managing computer access and use including benchmarking peer universities;
- Incorporate or address applicable federal and state requirements in the proposed Policy and procedure;

- Consistent with the terms of this Charter, discuss proposed policy requirements and responsibilities with interested stakeholders in the University community;
- Recommend a draft Policy for review pursuant to the process described in Section VIII below and consider feedback received during that review;
- Recommend a draft procedure, if needed, for the effective and efficient implementation of the proposed Policy; and
- Coordinate and provide updates on the development of the proposed Policy and associated documents to the ITAC and University Network Policy Committee.

It is expected that the Committee will work in confidence in order to have a full and frank discussion of all options. Individual members should maintain the deliberations of the committee confidential and are expected to not discuss the content of the Committee's deliberations outside of the Committee, unless authorized to do so by the Committee. The broader community will have an opportunity to consider the Committee's proposals pursuant to the process described in Section VIII below.

VI. Composition

This Committee will be chaired by **Brian Hart**, Senior Project Manager, Pitt IT. The Committee will include the following members:

1. **Lou Passarello**, Director of Operations, Pitt IT
2. **Ollie Green**, Chief Information Security Officer
3. **Dmitriy Babichenko**, Clinical Associate Professor, School of Computing and Information
4. **Kevin Conley**, Associate Dean for Undergraduate Studies, SHRS, Chair and Associate Professor, Department of Sports Medicine and Nutrition
5. **Michael Spring**, Professor Emeritus, Chair, Senate Computing and Information Technology Committee
6. **Melissa Kacin**, Sourcing Specialist, Strategic Sourcing
7. **Aynsley Jimenez**, Supervisor of Employee Benefits
8. **Laurel Gift**, Assistant Vice Chancellor, Office of Compliance, Investigations, and Ethics
9. **Michael Goodhart**, Professor Political Science, Director Global Studies Center
10. **Julie Bannister**, Assistant Vice Chancellor for Auxiliary Services
11. **Ryan Mahramas**, Associate Registrar for Student Services
12. **Michael Arenth**, Director of Educational Technologies

Anthony Graham, Senior Policy Specialist, Policy Development and Management, will facilitate and support the Committee.

VII. Operations

The Committee will meet monthly or more frequently as circumstances dictate, until the work set forth above is complete. The Committee's proposed Policy on Computer Access and Use, which will replace Policy AO 10, Computer Access and Use, will be submitted to the VC/CIO no later than the end of Spring Term 2021. The VC/CIO may ask for interim status reports.

After the VC/CIO's review is complete, the draft Policy will be submitted to the Policy Office to coordinate its review consistent with Policy AO 01.

VIII. Policy Review Process

The review process for the Committee's recommended Policy will include:

- University comment period;
- University Senate's Faculty Affairs and Computing and Information Technology Committees;
- Council of Deans
- Faculty Assembly;
- University Senate Council; and
- Administration Leadership.

The Committee will coordinate with the Policy Office to consider feedback provided throughout this process. Once this review process is complete, the proposed policy will be sent to the Policy Office for review and submission to the Chancellor in accordance with Policy AO 01.

IX. Amendment

Any amendments to this Charter must be made in accordance with Policy AO 01 and receive the approval of the Chancellor or designee.

This Committee shall expire on the publication of a new University Policy that governs Computer access and Use, unless otherwise directed by the Chancellor.