

# Information and Communication Technologies Acceptable Use Policy

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## INTRODUCTION

The University provides its staff members, students and authorised visitors (collectively known as 'Users') with access to information and communication technologies to enhance and support their learning, teaching, research, administrative and service functions. In particular, access to information communication technologies (ICT) and devices, is provided to enable networking and access to worldwide information resources. With this access comes obligations, limitations, responsibility and accountability.

All Users should be aware of this policy and associated procedures, responsibilities and legal obligations. All Users are required to comply with this policy and are bound by law to observe applicable legislation. Like all University assets and services, the information and communication technologies in all their various forms, should be used in an efficient, lawful and ethical manner.

The University has a legitimate right to capture and inspect any data stored or transmitted on the University's ICT facilities (regardless of data ownership) when investigating system problems or potential security violations; and to maintain system security and integrity; and to prevent, detect or minimise unacceptable behaviour on that facility. Such data will not be released to persons within or outside of the University, except in response to the circumstances described in the University's [Handling Suspected Cases of Unacceptable Use of Information and Communication Technologies Procedures](#).

## STATEMENT OF AUTHORITY

The authority behind this policy is the [Charles Darwin University Act 2003](#) part 3, section 15.

## COMPLIANCE

This is a compliance requirement under the University's [Code of Conduct](#) and [Charles Darwin University \(Student Conduct\) By-laws](#).

## INTENT

The intention of this document is to outline the University's policy on the acceptable use of all information and communication technologies within the University.

This document and the associated procedures apply to all staff members, students and authorised visitors of the University.

## RELEVANT DEFINITIONS

In the context of this document

**Adjunct or honorary staff** means staff members who are associated with the University by appointment under the Honorary Appointments Procedures and through the Nominations, Honorary Awards and Legislative Committee;

**Alumni** means graduates of the University or its predecessor institutions;

**Authorised visitor** means bona fide visitors that the University may, from time to time, provide with access to facilities to enhance their ability to complete tasks for the University or to liaise with the University. Such visitors may include, but are not limited to: emeritus, adjunct or honorary academic staff members; alumni; external auditors or consultants; potential clients or business partners; contractors or vendors; conference delegates; and students and staff of other universities with reciprocal arrangements;

**Governance document** means a formally approved document that outlines non-discretionary governing principles and intentions, in order to guide University practice. Governance documents are formal statements of intent that mandate principles or standards that apply to the University's governance or operations or to the practice and conduct of its staff members and students they include the Charles Darwin University Act (2003), by-laws, policies, procedures, guidelines, rules, codes and the Enterprise Agreement;

**Information and Communication Technologies** refers collectively to computers, printers, facsimiles, telephones (both mobile and landlines), scanners, photocopiers, email, internet, intranet, web services, blogs, twitter, wiki, social networking sites e.g. Facebook pages, portable electronic devices and any other similar resources;

**Internet** includes the University intranet and network;

**Significant promulgation** means the distribution of material to a wide audience;

**Staff member** means anyone employed by the University and includes all continuing, fixed-term, casual, adjunct or honorary staff or those holding University offices or who are a member of a University committee; and

**User** means any staff member, student enrolled at the University and authorised visitors to the University.

## **POLICY**

The University ICT are provided fundamentally for education, research and work purposes. However, the University will accept limited and reasonable personal use of its information and communication facilities, if it is in all respects otherwise compliant with this policy, provided such use is:

- Infrequent;
- Occasional;
- Trivial in terms of amount of University resources used;
- Does not interfere with performance of the User's work, studies or other University responsibilities; and
- Is not for personal commercial purposes, private commercial gain or for the significant promulgation of private beliefs unless used in connection with any one or more of these purposes is clearly required by the User's work, studies or other University responsibilities.

All other personal use of the University's information and communication technologies will be deemed to be "unacceptable use" (Refer to [Handling Suspected Cases of Unacceptable Use of Information and Communication Technologies Procedures](#) and [Identifying Unacceptable Use of Information and Communication Technologies Procedures](#))

**All Users must be aware of and note that the University regards activities that constitute unacceptable use as potentially serious matters which the University is free to address by resorting to the applicable staff and**

student disciplinary procedures; reference to law enforcement agencies; or otherwise as it may see fit in the particular circumstances.

- Unacceptable activities include, but are not limited to, the following:
- System Misuse;
- System Abuse;
- Code of Conduct Contravention;
- Copyright Infringement;
- Intentionally viewing, downloading, copying or storing pornography;
- Equipment Abuse or Misuse; and/or
- Security Breaches.

**NOTE:** Each of these activities deemed to be unacceptable use of the University's information and communication technologies is defined in detail in the Identifying Unacceptable Use of Information and Communication Technologies Procedures.

### Privacy and User Activity

The University seeks to comply with privacy requirements and confidentiality in the provision of all ICT services, but privacy and confidentiality cannot be assured. Users must know that the security of data and networks can be breached – most people respect the security and privacy protocols, but a determined person can breach them.

Users must also be aware that network and systems administrators, during the performance of their duties, need to observe the contents of certain data, on storage devices and in transit, to ensure proper functioning of the University's ICT facilities.

Users must also be aware that systems' logs of user activity are kept for troubleshooting and accounting purposes. These logs may include times of sent and received mail; email addresses (both sender and recipient), web sites visited and size and type of pages downloaded, files read or written; and machines accessed for any type of network service. The University retains the right to use this information for summary reporting purposes.

The University's policy and statutory obligations relating to privacy will be upheld in all cases. For further information on privacy, refer to the University's [Privacy and Confidentiality Policy](#). However, any privacy element may be subordinate to the application of law or policy, including this policy and relevant Northern Territory and Commonwealth Government legislation.

### Reporting and Investigation

Users are encouraged to report suspected breaches of this policy to their supervisor, lecturer, teacher or an appropriate senior University officer (for example, if aware that someone has used another's personal account or someone is downloading or viewing offensive or illegal material). For further information on how to identify suspected breaches of this policy refer to the [Identifying Unacceptable Use of Information and Communication Technologies Procedures](#).

The University will support and protect from acts of reprisal any User who, in good faith, reports suspected breaches of this policy or others. All such reports will be treated as confidential and receipt of the complaint will be acknowledged. Any information that is disclosed will be properly investigated.

The Director, ITMS has such authority as is available under Australian law and under University Governance documents to direct specific staff within ITMS (or request external parties) to undertake regular system

monitoring to detect or investigate suspected cases of unacceptable use of the University information and communication technologies.

Any impropriety revealed by the investigation will be actioned through the relevant University staff members and student disciplinary procedures and may include notifying external law enforcement authorities, should that be deemed necessary.

### Disclaimer

The University accepts no responsibility for any damage to, or loss of, personal or work data, hardware or software, arising directly or indirectly from unacceptable use of the University's information and communication facilities or for any consequential loss or damage. The University makes no warranty, express or implied regarding the facilities offered, or their fitness for any particular purpose. Any individual who uses the University's information and communication technologies in an unacceptable manner will personally be liable for any consequential loss or damage.

**NOTE:** As all Users will be bound by this policy and supporting documentation, a username and password for the system will not be issued until these documents have been read and accepted.

## ESSENTIAL SUPPORTING INFORMATION

### Internal

[Charles Darwin University \(Student Conduct\) By-laws](#)

[Code of Conduct](#)

[Email Acceptable Use Policy](#)

[Email General Use Procedures](#)

[Equal Opportunity Policy](#)

[Handling Suspected Cases of Unacceptable Use of Information and Communication Technologies Procedures](#)

[Identifying Unacceptable Use of Information and Communication Technologies Procedures](#)

[Privacy and Confidentiality Policy](#)

### External

[Anti-Discrimination Act 1992](#) (NT)

[Australian Public Service Code of Conduct 1999](#) (Commonwealth)

[Broadcasting Services Act 1992](#) (Commonwealth)

[Classification of Publications, Films and Computer Games Act 2010](#) (NT)

[Copyright Act 1968](#) (Commonwealth)

[Copyright Amendment \(Digital Agenda\) 2000](#) (Commonwealth)

[Crimes Act 1914](#) (Commonwealth)

[Criminal Code Act 1983](#) (NT)

[Cybercrime Act 2001](#) (Commonwealth)

[Defamation Act 2006](#) (NT)

[Electronic Transactions Act 1999](#) (Commonwealth)

[Evidence Act 2009](#) (NT)

[Information Act 2002](#) (NT)

[Privacy Act 1988](#) (Commonwealth)

[Public Interest Disclosure Act 2010](#) (NT)

[Public Interest Disclosure Regulations 2009](#) (NT)

[Spam Act 2003](#) (Commonwealth)

[Surveillance Devices Act 2004](#) (Commonwealth)

[Surveillance Devices Act 2007](#) (NT)

[Surveillance Devices Regulations 2010](#) (NT)

[Telecommunications \(Interception and Access\) Act 1979](#) (Commonwealth)

## Document History and Version Control

<b>Last amendment:</b>	15 Dec 2017	<b>Next Review:</b>	Mar 2018
<b>Sponsor:</b>	Deputy Vice-Chancellor, Operations		
<b>Contact Officer:</b>	Director, Information Technology Management and Support		

Version	Date Approved	Approved by	Brief Description
1.00	4 May 2005	Vice-Chancellor	Creation of original document and upload to CDU website.
1.01	29 Dec 2010	Governance	<ul style="list-style-type: none"> <li>• Convert document to new template.</li> <li>• Add statement of authority, relevant definitions and essential documents in keeping with new policy format.</li> <li>• Amend minor grammatical and spelling errors.</li> <li>• Amend Audit and Risk Committee to Finance, Risk and Review Committee to reflect change in committee title.</li> <li>• Senior Staff changed to Senior Executive to implement new title changes</li> <li>• Word 'Internal Audit function' was removed from document as no longer in use.</li> <li>• Heads of areas (schools, industry cluster, divisions and other organisational units) changed to Senior Managers to reflect new title changes</li> </ul>
1.02	28 Jan 2011	Governance	<ul style="list-style-type: none"> <li>• Minor changes to spelling, grammar and formatting.</li> <li>• Addition of relevant definitions and hyperlinks.</li> </ul>
2.00	02 Feb 2011	Vice-Chancellor	Major review of Policy including <ul style="list-style-type: none"> <li>• Converting policy into new format.</li> <li>• Increasing scope of policy to cover intent, relevant definitions, privacy and user activity, reporting, disclaimer and essential supporting documents.</li> </ul>
2.01	16 Mar 2011	Vice-Chancellor	<ul style="list-style-type: none"> <li>• Change of title and addition of information to the reporting and investigation section.</li> <li>• Alphabetisation of relevant definitions and minor changes to definitions in keeping with other policy documents.</li> </ul>
2.02	10 Jan 2012	Governance	<ul style="list-style-type: none"> <li>• Change of title and addition of information to the reporting and investigation section.</li> <li>• Alphabetisation of relevant definitions and minor changes to definitions in keeping with other policy documents.</li> </ul>
2.03	9 Oct 2012	Governance	<ul style="list-style-type: none"> <li>• Convert document to new policy template.</li> <li>• Updated hyperlinks</li> </ul>
2.04	27 Dec 2012	Governance	<ul style="list-style-type: none"> <li>• Updated and added hyperlinks</li> <li>• Minor changes to wording, formatting and grammar</li> </ul>

			<ul style="list-style-type: none"> <li>• Assigned document number</li> <li>• Addition of relevant definitions</li> </ul>
3.00	25 Mar 2015	Vice-Chancellor	<ul style="list-style-type: none"> <li>• There were no suggested changes to this policy by the ICTG Committee on 19 Feb 2015. The Committee agreed the policy had been useful and recommended it be submitted to Governance for acceptance and use in its current format.</li> <li>• Governance updated the template and updated the hyperlinks to Information Privacy Policy and Code of Conduct</li> </ul>
3.01	15 Dec 2017	Governance	<ul style="list-style-type: none"> <li>• Conversion to new Governance template due to new University branding</li> <li>• Updated definitions</li> <li>• Updated hyperlinks</li> <li>• Amended the Sponsor from the VC to the Deputy Vice-Chancellor, Operations</li> </ul>