



## Acceptable Use Policy for Electronic Communication Networks

### DEFINITIONS

#### Electronic Communications Networks

This term refers to any system capable of linking computers electronically and includes the following: Local Area Networks (College), Wide Area Networks, Bulletin Boards, Electronic Mail Systems, the Internet and the World Wide Web. Floppy Discs, CDs, DVDs and USB drives, when connected to a computer on the College Network are deemed to be a part of the network and will be treated as such. The contents of such media will be subject to the same scrutiny as the rest of the network.

#### User

Saint Stephen's College provides computer facilities to allow students to access and use information sources available on a range of electronic communication networks. Access is conditional on users complying with existing rules and Acceptable Use Policies, which are incorporated in this document.

### CONDITIONS AND RULES FOR USE

#### Acceptable Use

- a) Access to Electronic Communications Networks is to facilitate communications in support of research and education, by providing access to unique resources and an opportunity for collaborative work. To remain eligible as a user, accessing the College's computer facilities must be in support of and consistent with the educational objectives of Saint Stephen's College.
- b) Transmission of any material in violation of any College Policy or Federal/State regulation is prohibited. This includes, but is not limited to, copyright material, and threatening or obscene material.
- c) Use for commercial activities is not acceptable. Use for product advertisement or lobbying is also prohibited.
- d) Execution of software (which may include, but is not limited to, executable programmes, music files and video files) from floppy disk, CDs, USB Drives or the Internet is expressly denied. Only the software provided on the College network by the College, in the form of icons on the computer desktop, in the Netware Delivered Applications Window or in the 'Start' menu, is permitted to be executed.

#### Privilege

The use of the Internet and the computer network is a privilege, not a right. Inappropriate use, including any violation of these conditions and rules, may result in cancellation of the privilege.

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### Monitoring

Saint Stephen's College reserves the right to review any computer based material, for example user accounts, fileserver space, email or on media brought into the College, in order to determine whether specific uses of the network are appropriate. In reviewing and monitoring user accounts and fileserver space, the College shall respect the privacy of user accounts. However, inappropriate material may be removed from the network without notification. The College also reserves the right to remotely monitor student computer screens to determine the relevance of the work being conducted. Removable media (floppy disks, cds, USB drives etc) found to be containing inappropriate material may be confiscated to ensure it is not used within the College. Students taking steps to prevent IT staff from monitoring or controlling their computer by, but not limited to switching off the computer to break a connection will be deemed to be inappropriately using the system.

### Network Etiquette

All users are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to the following:

- a) Be polite. Do not get abusive .e. put downs / derogatory language / comments) in your messages to others.
- b) Use appropriate language. Do not swear, use vulgarities or any other inappropriate language or graphics. Do not engage in activities which are prohibited under state or federal laws.
- c) Do not reveal your personal address or phone number, or those of students or staff.
- d) Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities will be reported to the authorities and may also result in the loss of other privileges.
- e) Do not use the network in such a way that you would disrupt the use of the network by other users.
- f) All communications and information accessible via the network should be assumed to be private property.

### No Warranties

Saint Stephen's College makes no warranties of any kind, whether expressed or implied, for the service it is providing. Saint Stephen's College will not be responsible for any damages a user suffers. This includes loss of data resulting from delays, no-deliveries, mis-deliveries, or service interruptions caused by the College or by the user's errors or omissions. Use of any information obtained via the Internet/Intranet is at the user's own risk. The College specifically denies any responsibility for the accuracy or quality of information obtained through its services. All users need to consider the source of any information they obtain, and consider how valid that information may be.

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### Security

- a) Security on any computer system is a high priority, especially when the system involves many users. Users should protect any passwords to ensure system security and their own privilege and ability to continue to use the system. It is recommended that passwords contain a mixture of characters and numbers eg 1mypass23. Passwords should not be common names, or words that others are likely to guess.
- b) If you feel you can identify a security problem on the network, you must notify a System Administrator. (Administrators may be contacted via the College office.) Do not demonstrate the problem to other users.
- c) Do not use another individual's account.
- d) Attempts to log on as a System Administrator will result in cancellation of user privileges. Other penalties may also apply.
- e) Attempts to 'hack' into the network or individual workstations will result in cancellation of user privileges. Other penalties may also apply
- f) Any user identified as a security risk, through having a history of problems with this or other computer systems may be denied access to the College network and the Internet by Saint Stephen's College.

### Vandalism and Harassment

- a) Vandalism and/or harassment will result in cancellation of user privileges.
- b) Vandalism is defined as any malicious attempt to harm, modify or destroy data or hardware of another user of the network. This includes, but is not limited to the uploading or creating of computer viruses.
- c) Harassment is defined as the persistent annoyance of another user, or interference of another user's work. Harassment includes, but is not limited to, the sending of unwanted mail and/or 'spam' to multiple recipients.

### Encounter of Controversial Material

Users may encounter material which is controversial, and which users, parents, teachers or administrators may consider inappropriate or offensive. While filtering of content on the Internet is performed, on a global network it is impossible to screen or filter all content. It is the user's responsibility not to initiate access to such material or to distribute such material by copying, storing, printing or email.

### Copyright

Users will not break copyright law by copying and/or redistributing another's work, and will not use another person's work without correctly acknowledging them.

### **CONSEQUENCES FOR IMPROPER USE**

Any user violating these rules is subject to loss of network privileges and any other of the College's Code of Behaviour/Discipline options.

NOTE: A copy of this document is available on the students' 'Common Drive'.

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