

Acceptable Use of Information Systems

ECU respects and values academic freedom, the academic ethos and the rights of students and staff that make up the University community. ECU must comply with laws and other legal obligations regarding the use of its information and communications technology infrastructure, within the jurisdiction in which it operates. ECU has decided on the following acceptable use policy for information systems.

The University

ECU information systems are provided for the purpose of University related teaching, learning, research, administration and other University related activities.

Use of information systems is subject to conditions which are designed to maintain the confidentiality, integrity and availability of information.

Use of computing facilities is subject to conditions which are designed to maintain the accommodation in good order and to generate an academic environment that is productive, ethical, legal, secure and effective.

In order to ensure that information systems function in a secure, efficient and effective manner, the University reserves the right to examine any information on its facilities and to monitor usage.

Privacy

Disclosure of specific monitoring data or University stored information may only be granted by the Vice Chancellor, a delegated nominee or the individual owner of the information.

Authorised Users

Persons authorised to use University information systems are:

- ▶ Students enrolled in the University
- ▶ Staff employed by the University
- ▶ Other persons having special authorisation from the Vice Chancellor or nominee (Manager, IT Infrastructure).

Proof of Status

A current, personal, ECU identity card is proof of identity for use of computing facilities. An ECU identity card should be carried at all times when using on-campus computing facilities.

You may be asked to leave if you are unable to produce a valid card when requested to do so by security officers and/or ECU staff.

After-hours Access

Many computing facilities are available outside of normal ECU business hours. An access card may be issued by Security to an individual student. Cards are not transferrable.

Authentication

Authentication is an identity and permissions check performed with a user-id and password when a user logs on to an information system. No attempt should be made to avoid authentication.

Acceptable Use

University information systems may only be used with prior authorisation. Information systems may only be used for the purpose that they have been provided and not for other purposes (such as personal use, private commercial or private consulting work) unless specifically granted by the Vice-Chancellor or nominee (Manager, IT Infrastructure).

ECU reserves the right to withdraw or modify authorisation or access to information systems without notice.

Personal Conduct

Individuals are required to use information systems in a manner consistent with the integrity and good reputation of ECU and, regardless of intent, must comply with ECU rules, statutes and by-laws, including State and Federal laws.

Information Security

Accounts to access information systems are for the exclusive use of an authorised individual and must not be used by others. Every reasonable precaution should be taken to ensure that passwords, accounts and data are adequately secured.

No attempt should be made to discover a password or gain access to another individual's account or information.

Copyright

Individuals should take care that they do not breach copyright law in their use of information systems. For example by:

- ▶ Downloading copyright protected material from the Internet.
- ▶ Installing or running copyright software which is not legally obtained.
- ▶ Attempting to copy software provided for use on University information systems.

Penalties for breaching copyright law may be great and an individual may be liable for any such breach.

Breaches

Failure to adhere to these conditions may be considered an act of misconduct and action may be taken in accordance to ECU rules, statutes and by-laws.

Certain breaches may result in the need for ECU to report or disclose information to an appropriate enforcement agency.

This Acceptable Use Policy supersedes the Conditions of Use authorised by M.Poole on December 8, 2000.

Authorised by:

**K.O.Cox
Vice-Chancellor**

June 17, 2008