

# Information and Communication Technology Facilities and Services Rule

## Section 1 - Overview

(1) UNE provides Information and Communication Technology (ICT) facilities and services to UNE Representatives, Students and Approved Users and Entities to support their work and study. While being aware of the positive outcome of this support, it is also committed to preventing the misappropriation of its ICT facilities and services.

(2) In locations and circumstances under the direct control of UNE, and where UNE provides access to electronic communication services and information to its students and UNE Representatives with valid authorised access, UNE is committed to the services and information being secure and continuously available (notwithstanding reasonable outages for maintenance).

(3) Users of UNE's ICT facilities and services must understand their responsibilities associated with their access and be accountable for the way they use these facilities and services. This Rule sets out the principles that guide the user and their access to these services. It does not seek to identify common or statutory law requirements and reference must be made to associated legislation and UNE rules, policies, protocols and procedures for guidance.

## Section 2 - Scope

(4) This Rule applies to all UNE Representatives, Students and Guests and includes UNE owned and non-UNE owned equipment used to access UNE ICT facilities and services.

## Section 3 - Rule

### Principles

(5) Users of UNE ICT facilities and services must only use them for the purpose for which they have been authorised. Users are responsible and accountable for the information they access and the activities they undertake while using UNE ICT facilities and services.

(6) The provision of a UNE username is the University's means of providing a digital identity for UNE Representatives, Students and Guests. The username enables the University to assign appropriate user privileges to the identity. This identity and access management allows the University to ensure the right individuals access the right resources at the right times for the right reasons and prevents repudiation.

(7) In order to ensure integrity is maintained and accountability is contained, the following tenets apply:

- a. UNE username and password:
  - i. not using someone else's user name and password;
  - ii. not sharing your password with others;
  - iii. not using your username and password to allow someone else to access UNE ICT facilities and services;

and

iv. keeping your password secure.

b. ensuring that you:

i. only use UNE ICT facilities and services for:

- which access has been authorised; and
- their intended purpose.

ii. comply with applicable legislation and UNE rules, policies, protocols and procedures.

iii. do not use UNE ICT facilities and services:

- for any unlawful purpose;
- to breach software license agreements, contracts or UNE rules, policies or protocols;
- to harass, stalk, menace, defame, libel, vilify or discriminate against any other person, group or organisation within or external to UNE;
- to upload, download, distribute or possess pirated software or movies or other unlicensed digital media;
- to access, store or transmit pornographic material other than for research purposes for which specific prior written approval from the Deputy Vice-Chancellor Research has been received;
- to access, collect, use or disclose personal information in ways that breach the [UNE Privacy Management Rule](#);
- for personal or commercial gain or for the gain of a third party without the prior written authorisation from the Chief Information Officer; and
- to infringe copyright.

(8) UNE is committed to establishing and maintaining a state of security to manage the integrity, confidentiality and availability of its information resources and assets. Users contribute to this obligation by:

a. not subverting or attempting to subvert security measures in any way; and

b. not allowing UNE ICT facilities and services to be compromised by their actions.

(9) UNE complies with privacy, workplace surveillance and surveillance legislation as it applies to the use of UNE ICT facilities and services:

a. UNE ICT facilities and services usage information is stored and may be inspected and or disclosed under the following conditions:

i. where it is required by law;

ii. where UNE believes that an infringement of the law or breach of UNE rules, policy, protocols or procedure has occurred;

iii. to enable internal investigations into alleged misconduct; and

iv. to respond to access applications for information made under the [Government Information \(Public Access\) Act 2009 \(NSW\)](#).

b. UNE manages the availability of its ICT facilities and services by monitoring the use of these services.

Monitoring is carried out on a continuing basis and includes:

i. server performance;

ii. network performance; and

iii. log files:

- internet;
- email;

- phone; and
- mobile devices.

(10) UNE manages breaches by assessing the risk and impact of the breach. Dependent upon the breach, any or all of the following measures may be taken:

- investigate the alleged activity;
- isolate the user and device/s from the UNE network;
- withdraw UNE ICT facilities and services;
- instigate appropriate misconduct procedures; and
- referral to relevant law enforcement agency/ies.

## **Authority and Compliance**

(11) The Vice-Chancellor and Chief Executive Officer, pursuant to Section 29 of the University of New England Act, makes this University Rule.

(12) University Representatives and Students must observe it in relation to University matters.

(13) The Rule Administrator is the Chief Information Officer who is authorised to make procedures and guidelines for the operation of this University Rule. The procedures and guidelines must be compatible with the provisions of this Rule.

(14) This Rule operates as and from the Effective Date.

(15) Previous Rules for the Use of Information and Communications Facilities and Services and related documents are replaced and have no further operation from the Effective Date of this new Rule.

(16) Notwithstanding the other provisions of this University Rule, the Vice-Chancellor and Chief Executive Officer may approve an exception to this Rule where the Vice-Chancellor and Chief Executive Officer determines the application of the Rule would otherwise lead to an unfair, unreasonable or absurd outcome. Approvals by the Vice-Chancellor and Chief Executive Officer under this clause must be documented in writing and must state the reason for the exception.

## **Section 4 - Definitions**

(17) Approved Users and Entities means Users and Entities to whom the University has given explicit permission to utilise the University's ICT infrastructure for either a definite or indefinite period.

(18) Effective Date - means the day on which this Rule is published or on such later day as may be specified in this Rule.

(19) Intended purpose means the provision of UNE ICT facilities and services for lawful purposes related to teaching, learning and administration.

(20) Student means an Admitted Student or an Enrolled Student, at the relevant time.

- Admitted student means a student who has been admitted to a UNE course of study and who is entitled to enrol in a unit of study or who has completed all of the units in the UNE course of study.
- Enrolled student means a student who is enrolled in a unit of study at UNE.

(21) Rule administrator is the Chief Information Officer.

(22) UNE Act means the [University of New England Act 1993 No 68 \(NSW\)](#).

(23) University Representative means a University employee (casual, fixed term and permanent) contractor, agent, appointee, Council member, adjunct, visiting academic and any other person engaged by the University to undertake some activity for or on behalf of the University. It includes corporations and other bodies falling into one or more of these categories.

(24) Unlawful means forbidden by law.

(25) User means a University Representative, Student or Approved Users and Entities who has been granted a digital identity with specified privileges to access UNE ICT facilities and services for a specified period of time.

## Status and Details

<b>Status</b>	Current
<b>Effective Date</b>	18th April 2016
<b>Review Date</b>	18th December 2018
<b>Approval Authority</b>	Vice-Chancellor and Chief Executive Officer
<b>Approval Date</b>	4th April 2016
<b>Expiry Date</b>	To Be Advised
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## Glossary Terms and Definitions

**"UNE Representative"** - Means a University employee (casual, fixed term and permanent) contractor, agent, appointee, UNE Council member, adjunct, visiting academic and any other person engaged by the University to undertake some activity for or on behalf of the University. It includes corporations and other bodies falling into one or more of these categories.

**"Student"** - Is an admitted student or an enrolled student, at the relevant time: 1. an admitted student is a student who has been admitted to a UNE course of study and who is entitled to enrol in a unit of study or who has completed all of the units in the UNE course of study; 2. an enrolled student is a student who is enrolled in a unit of study at UNE.