



Information Technology Policy

Part 1. Interpretation

1.1. Interpretation

- 1.1.1.** In this policy, unless the contrary intention appears, all words and expressions have the same meaning as they have in the constitution of the Clubs & Societies Council, and
- (i) “Facilities” means C&S owned and/or operated information technology facilities, as described in §3.1.1;
 - (ii) “ITS” means the University’s Information Technology Services division;
 - (iii) “MSA User” means an MSA Staff Member or MSA Office Bearer; and
 - (iv) “Server” means the internet server, as described in §3.1.2.
- 1.1.2.** These regulations must be read in conjunction with the C&S constitution.

Part 2. Objectives

- 2.1.1.** C&S provides information technology Facilities for the benefit of Clubs and MSA Users, for legitimate Club and MSA purposes. The objective of this policy is to ensure fair, reasonable, lawful and secure access to these resources for all of these users.

Part 3. Facilities

- 3.1.1.** This policy covers public access information technology facilities located in the C&S space, including, but not limited to, personal computers, attached storage devices, digital cameras, printers and scanners. This policy expressly excludes staff computers or other equipment in the C&S space not specifically designated for public access.
- 3.1.2.** This policy also covers the C&S-owned internet server.

Part 4. Users

- 4.1.1.** The Facilities are primarily provided for use by Clubs, C&S Staff Members and C&S Office Bearers.
- 4.1.2.** Some of the Facilities are offered as a resource to MSA Users.
- 4.1.3.** External users may be granted access to some Facilities, at the discretion of C&S Staff Members and/or C&S Office Bearers.
- 4.1.4.** The Server is provided for exclusive hosting use by C&S and Clubs.

Part 5. Appropriate Use

5.1. Types of Use

- 5.1.1. Facilities are primarily provided for use in official Club and MSA activities. In some circumstances, Facilities may also be used for academic and/or personal purposes.
- 5.1.2. The Server must only be used to host mail and web sites (and directly related services) for C&S and Clubs.
- 5.1.3. Facilities and the Server shall not be used for any commercial purposes, except where used in relation to the sponsorship of a Club or MSA.

5.2. Equitable Use

- 5.2.1. Access to Facilities should generally be decided according to the following priorities:
 - (i) C&S Staff Members and C&S Office Bearers, for C&S purposes;
 - (ii) Clubs, for Club purposes;
 - (iii) MSA Users, for MSA purposes;
 - (iv) C&S Staff Members and C&S Office Bearers, for academic or personal purposes.
 - (v) Office Bearers/Committee members of Clubs, for academic or personal purposes.
 - (vi) MSA Users, for academic or personal purposes.
 - (vii) External users (with permission from C&S Staff Members and/or C&S Office Bearers), for academic or personal purposes.
- 5.2.2. Time limits may be applied on access to Facilities, at the discretion of C&S Staff Members and/or C&S Office Bearers.
- 5.2.3. Limited bookings of some Facilities may be made through the C&S Divisional Support Officer.

5.3. Appropriate Use

- 5.3.1. In accordance with the C&S constitution, conduct of a racist, sexist, homophobic or militaristic nature is expressly prohibited. Viewing, storing, transmitting or otherwise accessing any pornographic material using Facilities and/or the Server is strictly prohibited.

5.4. Lawful Use

- 5.4.1.** Use of Facilities and the Server is bound by any laws applicable in the State of Victoria, Australia.
- 5.4.2.** Users need to be aware of conduct that may breach applicable copyright law and lead to criminal or civil proceedings and/or penalties for which they will be held personally accountable.
- 5.4.3.** C&S will take no responsibility for any conduct resulting in a breach of copyright law.
- 5.4.4.** Text (including song lyrics), computer programs, illustrations (including maps and diagrams) photographs, music recordings, videos, films and television broadcasts are all protected by Copyright. In Australia, the duration of copyright protection is generally 50 years following the death of the author. A user must not copy, send or place materials on the web without permission from the copyright owner. Infringement of another person's copyright could result in personal liability for damages.
- 5.4.5.** Users should assume that all materials published on the web are in copyright, unless explicitly stated otherwise. If a user wishes to include material from another webpage in one of her/his own pages, s/he should create a hypertext link pointing to the material rather than copy it. It is suggested that the permission of other web page owners be sought prior to creating links to their pages.
- 5.4.6.** Examples of conduct that will infringe copyright if undertaken without the permission of the copyright owner (e.g., the relevant recording company, publisher or distributor), includes, but is not limited to:
- (i) copying the contents of an audio Compact Disc or video Digital Versatile Disc to any medium;
 - (ii) downloading video, music, photography or software from the internet; and
 - (iii) making video, music, photography or software available for download on the internet, including on websites and through email.

Part 6. Network Access

- 6.1.1.** Network access, including internet access, is provided through ITS. Users must familiarise themselves with any relevant ITS policies and terms of use, including the ITS *Acceptable Use Policy for Students* and ITS *Acceptable Use Policy for Staff*. Any breach of applicable ITS policies will be deemed a breach of this policy.
- 6.1.2.** Users are responsible for ensuring they have the appropriate ITS accounts and access permissions for their needs.

Part 7. Costs

7.1. Liability for Costs

- 7.1.1.** C&S generally attempts to minimise costs to Clubs, and as such tries to provide as many services as possible free of charge. However, some use of Facilities will incur charges. Any failure to pay such charges when required may result in suspension of services.
- 7.1.2.** Users are responsible for all costs associated with their accounts and must therefore ensure accounts are kept secure.
- 7.1.3.** All ordinary costs related to the Server will be borne by C&S.

7.2. Printing Costs

- 7.2.1.** All printing using Facilities incurs a fee, for which the user is liable. Clubs and MSA Users are generally invoiced at regular intervals. External users must pay any charges in cash at the time of printing.

7.3. Damage to Facilities

- 7.3.1.** Any person causing damage to Facilities shall be held liable for the costs of repair and/or replacement.
- 7.3.2.** Food and beverages should not be consumed near Facilities.
- 7.3.3.** Any person causing damage to the Server, either in hardware or software, intentionally or through negligence shall be held liable for the costs of repair and/or replacement.
- 7.3.4.** Intentional cause of damage to Facilities or the Server by a representative of a Club is an act of misconduct.

7.4. Other Costs

- 7.4.1.** Any other costs incurred as a result of using Facilities, including internet charges, shall be borne by the user.

Part 8. Security and Protection of Accounts

- 8.1.1.** All users are responsible for the protection of their own accounts. Users will be liable for any costs or damages to Facilities or the Server resulting from security breaches that could have been reasonably prevented.
- 8.1.2.** Users must ensure that:
- (i) Strong passwords are used. Passwords should contain a combination of alphabetic, numeric and special characters, and should be at least eight (8) characters long;
 - (ii) Passwords are known only to authorised account users;
 - (iii) They log out properly at the end of every session; and
 - (iv) C&S Staff Members are notified immediately if they believe their account's security to be at risk.

Part 9. Privacy and Surveillance

- 9.1.1.** C&S does not generally monitor files and data stored and/or accessed on Facilities or the Server. However, C&S reserves the right to monitor files, data and any other usage of Facilities and the Server, should it determine there is reason to do so. Such reason would include, but not be limited to, suspected or reported breaches of this policy, and technical reasons affecting the performance of Facilities and/or the Server.

Part 10. No Guarantee of Availability or Reliability

- 10.1.1.** C&S strives to maintain Facilities and the Server to the highest standards possible. However, no guarantee is made as to the availability or reliability of any Facilities or the Server.
- 10.1.2.** Users are responsible for ensuring that data is sufficiently backed up.

Part 11. Configuration Changes

- 11.1.1.** No changes shall be made to configurations (including software configurations) of Facilities, except by C&S Staff Members, C&S Office Bearers and/or other authorised personnel, as determined by C&S.
- 11.1.2.** Clubs may make changes to the configuration of their own accounts on the Server.