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## Acceptable Use of Technology Procedures

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## 1. Governing Policy

[Information Security Policy](#)

## 2. Purpose

A key principle in the Information Security Policy is that:

All users of digital information services are required to behave in a lawful, ethical, appropriate and responsible manner by:

- a. employing all reasonable efforts to protect University-owned and personal computing devices that contain University information from physical theft, damage or unauthorised access
- b. employing all reasonable efforts to protect the confidentiality of their user credentials and active login sessions
- c. encrypting sensitive digital information assets prior to removal from the University network or campus, and
- d. complying with the Supporting Procedures.

These procedures give effect to this principle by clarifying some of the specific responsibilities of all users of University technology.

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## 3. Procedures

### 3.1. Accountability

Users are responsible for all activities originating from their University account (e.g. FAN, email address, student number, staff number).

<b>University IT user</b>	<ul style="list-style-type: none"><li>a. Do not share your FAN password with any other user.</li><li>b. Report any suspected misuse of University IT resources to Information &amp; Digital Services (IDS).</li><li>c. Ensure sensitive information is only shared using secure methods of transmission.</li><li>d. Take precautions to ensure that screens displaying sensitive or critical information are not seen by unauthorised persons in public areas and are locked when unattended.</li></ul>
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**Example:** You are a staff member with access to the Student System. You sometimes work in the Student Hub and don't notice that a student is watching you type your password. When the student subsequently accesses your account, and makes unauthorised Student System changes, you are initially assumed responsible until proven otherwise.

### 3.2. Unlawful, unethical, inappropriate or irresponsible activities

<b>University IT user</b>	<ul style="list-style-type: none"><li>a. Comply with the terms and conditions of any licensed third-party software.</li><li>b. Do not copy, download, store or transmit material that infringes copyright, including music files, movie/video files and/or software.</li><li>c. Do not access any illegal or inappropriate online content or business activity.</li><li>d. Do not create or transmit material/messages intended to offend, vilify, harass, discriminate and/or defame.</li><li>e. Do not attempt to gain unauthorised access to any University systems or use University resources to gain unauthorised access to other systems.</li><li>f. Do not attempt to subvert any security feature on University systems.</li></ul>
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**Examples:** Using unlicensed Microsoft Visio; downloading "torrented" movies/music/games; viewing pornographic content; gambling online; using Flinders email address to login and comment negatively/abusively in online forums.

### 3.3. Monitoring of usage

<b>University IT user</b>	<ul style="list-style-type: none"><li>a. Be aware that all internet and digital information service usage activity is automatically recorded and monitored.</li><li>b. Be aware that all electronic communications using University email/messaging systems:<ul style="list-style-type: none"><li>i. are recorded</li><li>ii. are deemed official University correspondence</li><li>iii. are subject to the Freedom of Information and State Records Acts, and</li><li>iv. remain the property of the University.</li></ul></li></ul>
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### 3.4. Email usage

<b>University IT user</b>	<ul style="list-style-type: none"><li>a. Do not open any email attachment or hyperlink that is suspicious or from untrusted or unknown sources.</li><li>b. Do not send junk email, for-profit messages, chain mail and/or unsolicited commercial emails.</li></ul>
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### 3.5. Collaboration services

<b>University IT user</b>	<ul style="list-style-type: none"><li>a. Do not use collaboration tools for formal/official correspondence. Email and written correspondence are still preferred for such communication.</li></ul>
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### 3.6. Telephone services

<b>University IT user</b>	<ul style="list-style-type: none"><li>a. Do not make calls to premium telephone numbers or international numbers unless approved beforehand by a College/Portfolio Head.</li></ul>
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### 3.7. Personal use of University resources

<b>University IT user</b>	Use University IT Resources for personal use only if it does not: <ul style="list-style-type: none"><li>a. interfere with the performance of your job, studies or other University responsibilities</li><li>b. interfere with normal IT operations</li><li>c. interfere with the use or access of other users</li><li>d. damage the reputation or operations of the University, and/or</li><li>e. impose unreasonable additional costs on the University.</li></ul>
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## 4. Supporting documentation

[Freedom of Information Policy](#)

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<b>Responsible Officer</b>	Chief Information Officer
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\* Unless otherwise indicated, this procedure will still apply beyond the review date.

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