

## Monash University Policy

<b>Policy Title</b>	Information Technology Acceptable Use Policy
<b>Date Effective</b>	29 May 2018
<b>Review Date</b>	29 May 2021
<b>Policy Owner</b>	Director – Support Services and Engagement
<b>Category</b>	Operational
<b>Version Number</b>	10.1
<b>Content Enquiries</b>	The eSolutions Service Desk or ext. 51777
<b>Scope</b>	<p>All Monash students, staff, honorary appointees, contractors; and guest/visitors of the University; plus any authorised users or organisations using or accessing Monash's IT resources.</p> <p>This Policy also applies to users connecting personally owned devices such as laptop computers, smartphones and tablets to the University network, and/or storing any University data on such devices.</p>
<b>Purpose</b>	This Policy sets out the rules applicable to the use of University IT and expresses the commitment of the University to providing and maintaining a secure, effective and reliable IT infrastructure and services to support the University's operations.
<b>POLICY STATEMENT</b>	

### 1. Acceptable and Unacceptable Use of IT

- 1.1. University IT resources must be used in a lawful, ethical and responsible manner, and in accordance with the Information **Technology Acceptable Use Procedures**, **IT Security Framework**, other applicable University policies, and any additional terms of use that may apply to particular software or services.
- 1.2. University IT resources are provided for use in the academic, administrative, commercial and community activities of the University. Some reasonable non-commercial personal use may be allowed, but as a privilege and not a right, and if that privilege is abused it will be treated as a breach of this Policy.
- 1.3. Account holders must take all reasonable steps to protect their account from unauthorised use.
- 1.4. Use of University IT resources or BYOD must not jeopardise the fair, secure, and productive IT environment of the University community, nor the University's operations, assets, data integrity or reputation.
- 1.5. Users must not install or use unlicensed or malicious software on University IT or BYOD, nor circumvent the University's IT security measures.
- 1.6. Users are expected to report actual or suspected breaches of this Policy or other malicious activity that may be a threat to the security of University IT in a timely manner.

### 2. Breaches of this Policy and its Procedures

- 2.1. Breaches of this Policy and its procedures may result in suspension of access to University IT resources.

- 2.2. Monash students will be subject to disciplinary action in accordance with the disciplinary procedures contained under Monash University [Part 7 Student Discipline of Monash University \(Council\) Regulations](#).
- 2.3. Monash University Staff will be subject to disciplinary action in accordance with the disciplinary procedures contained in the Monash University Enterprise Agreement or the relevant AWA Terms and Benefits Policy and the Monash University Workplace Policies and Procedures as amended from time to time.
- 2.4. Other Authorised Users not related to Monash University may be subject to appropriate action as determined by the University. Such action may include but is not limited to; sanctions and/or removal of access to Monash University IT Resources.
- 2.5. Breaches of this Policy and its procedures may also be reported to external parties as required under law.

<b>Supporting Procedures</b>	Information Technology Acceptable Use Procedures
<b>Responsibility for implementation</b>	Chief Information Officer: Monash University CEO Monash College
<b>Status</b>	Revised
<b>Approval Body</b>	<b>Name:</b> Peter Marshall <b>Title:</b> Chief Operating Officer <b>Date:</b> 27 – June - 2018
<b>Endorsement Body</b>	<b>Name:</b> Chief Information Officer <b>Meeting:</b> IT Security and Risk Steering Committee <b>Date:</b> 29 – May - 2018
<b>Definitions</b>	<p><b>BYOD:</b> the practice of allowing the employees of an organization to use their own computers, smartphones, or other devices for work purposes.</p> <p><b>Email and Messaging:</b> Email means the University-provided electronic mail systems and computer accounts. Additional messaging facilities may include but are not limited to calendar and scheduling programs, chat sessions, IRC, newsgroups and electronic conferences.</p> <p><b>Information Technology Resources (IT Resources):</b> covers all IT facilities owned, leased or hired by the University including all devices such as computers, mobile devices, computing laboratories, lecture theatres and video conferencing rooms across the University together with use of all associated networks, internet access, servers, email, hardware, dial-in access, data storage, computer accounts, software (both proprietary and those developed by the University), telephony services and voicemail.</p> <p><b>Authorised User:</b> any person who has been authorized by the relevant Monash University Officer/Supervisor to access any Monash IT system or IT facility, including but not limited to:</p> <ul style="list-style-type: none"> <li>• Staff of Monash</li> <li>• Staff of any entity/company in which Monash has an interest</li> <li>• Staff of any entity/company /organisation with which Monash is pursuing a joint venture</li> <li>• Students</li> <li>• Consultants</li> </ul>

	<ul style="list-style-type: none"> <li>• Visitors</li> <li>• Honorary appointees</li> <li>• Collaborative researchers</li> <li>• Alumni.</li> </ul>
<b>Legislation Mandating Compliance</b>	<ul style="list-style-type: none"> <li>• <a href="#">Copyright Act (1968) (Commonwealth)</a></li> <li>• <a href="#">Trade Marks Act (1995) (Commonwealth)</a></li> <li>• <a href="#">Competition and Consumer Act 2010 (Commonwealth)</a></li> <li>• <a href="#">Spam Act (2003) (Commonwealth)</a></li> <li>• <a href="#">Racial Discrimination Act (Cth) 1975</a></li> <li>• <a href="#">Sex Discrimination Act (Cth) 1984</a></li> <li>• <a href="#">Telecommunications Act (Cth) 1997</a></li> <li>• <a href="#">Privacy and Data Protection Act 2014 No.60 (VIC)</a></li> <li>• <a href="#">Disability Discrimination Act (Cth) 1992</a></li> <li>• <a href="#">Equal Opportunity Act (Vic) 2010</a></li> </ul>
<b>Related Policies</b>	<ul style="list-style-type: none"> <li>• <a href="#">Privacy Policy</a></li> <li>• <a href="#">Monash University Brand Guidelines</a></li> <li>• <a href="#">Monash University Resolution of Unacceptable Behaviour &amp; Discrimination Procedure</a></li> <li>• <a href="#">Copyright Compliance Policy</a></li> <li>• <a href="#">Monash University Enterprise Agreements</a></li> <li>• <a href="#">Monash University Global Equal Opportunity Policy</a></li> <li>• <a href="#">Electronic information security policy</a></li> <li>• <a href="#">Monash University –Access Control Policy</a></li> <li>• <a href="#">Monash Domain Names Procedures</a></li> <li>• <a href="#">Monash University Practice &amp; Paid Outside Work Policy</a></li> <li>• <a href="#">Monash University Software Catalogue</a></li> <li>• <a href="#">Monash University Workplace Policies and Procedures</a></li> <li>• <a href="#">Monash Web Policy (Web Page Definitions)</a></li> <li>• <a href="#">Monash Personal Page Disclaimer</a></li> </ul>
<b>Related Documents</b>	N/A