



DUNMORE LANG COLLEGE

An independent Residential College affiliated with Macquarie University

IT ACCEPTABLE USAGE POLICY

Please read this document carefully before accessing the IT network, systems and infrastructure of Dunmore Lang College. By using any network service, you agree to be bound by the terms and conditions contained herein. If you do not wish to be bound by these terms and conditions, you must not use or connect your computer to the Dunmore Lang College network.

TERMINOLOGY

1. Throughout this document, "DLC" refers to Dunmore Lang College.

PURPOSE

2. This document is the DLC Information Technology (IT) and Network Acceptable Usage Policy, also known as "the AUP", which is referred to in other DLC documents, brochures and service agreements.
3. This document outlines guidelines that apply to the use of the DLC IT system and network by students and guests, and the rules and conditions to which these students and guests must adhere while using the DLC IT system and network.
4. This policy applies to **all** users of the DLC IT system and network, including both DLC students and guests. Any breach of the terms or conditions detailed herein is strictly prohibited and may lead to the suspension or termination of service without prior notice being given, or required.

USAGE OF SERVICES

General Conditions

5. **IT Acceptable Use Policy** – By accepting the DLC IT Acceptable Use Policy you also accept that you are bound by the Macquarie University Acceptable Use Policy currently found at <http://www.mq.edu.au/policy/docs/acceptableuse/policy.html>.
6. **Responsibility** - You must take responsibility for your actions on the DLC network and on any systems you access using the DLC network. You must comply with all rules, regulations and with the acceptable usage policies (AUPs) that are in place for all systems you access (whether they are systems on the DLC network or remote systems accessed using the DLC network).

You are reminded that you are responsible for your own IT equipment (laptop, printer, etc). Because laptops in particular are a common item for theft, Dunmore Lang College recommends that you exercise special care, especially if you use your laptop outside of your (locked) study bedroom. If you wish to insure such equipment, Dunmore Lang College suggests that you contact AON (1300 134 256) as it is understood to be a company experienced with student insurance.

7. Suspension of Access - If at any time the administrators of the DLC network conclude that your actions on the network have contravened conditions of acceptable use, your access may be suspended without prior notice pending the results of further investigation. If the subsequent investigation confirms such actions, your access may be suspended temporarily or denied permanently. This decision is wholly at the discretion of the DLC IT Administrator - the Principal and the Dean of Students or authorised representatives.

8. Utilisation of Resources – Please note that you are required to act reasonably and responsibly when consuming network 'bandwidth' and other resources available for shared use on the DLC network. Downloads of 5-10 GB per month are thought reasonable.

Continued and sustained excess consumption of such resources, especially after notice and warnings have been given, is sufficient grounds for individual shaping, suspension of access or denial of access (see '6' above).

Excessive usage is deemed to have occurred when the level of download activity is significantly disproportionate to other users on the network. DLC reserves the right to limit or shape the internet bandwidth available to that user if they contravene the Acceptable Usage Policy. In this event, the DLC Administrators will make reasonable efforts to contact you with advice of the amendment.

9. Security - You must maintain the security of your access credentials (login name and password) for the DLC network. You are required not to divulge your access credentials to any person other than a DLC IT Administrator or authorised representative. Any unauthorised usage of your service by a third party will result in you being held responsible for the access charges. You must not provide access to other persons through any means such as logging in and walking away or sharing passwords. You will be held responsible for any additional liabilities incurred.

Users may not install or operate any system connected to the DLC network any network analysis, port scanning, packet inspection or other software deemed by the DLC IT Administrator or authorised representative, to be intrusive, disruptive to normal network operations, security or the privacy of other students or guests.

Unlawful or Unauthorised Usage

10.General – The DLC IT system and network may only be used for lawful and authorised purposes. Storage, transmission or distribution of any material in violation of Commonwealth or State legislation is prohibited. This includes copyright material, material legally judged as threatening or obscene, or materials the rights of which you do not own. These are not to be conveyed using the DLC IT system or network.

11.Business Use – In accordance with College Rules (4.1), the DLC IT system and network may not be used to carry on any profession, trade or business.

- 12.Unauthorised Access** – Any attempt to access remote computer systems without authorisation, or to interfere with the normal operations of DLC IT systems and network is strictly prohibited. Users are further reminded that Commonwealth legislation relating to these offences is currently in place. Unauthorised activities may include (but is not limited to): using or attempting to use access credentials other than your own, accessing or attempting to access information that does not have 'public' (openly available) permission, and accessing or attempting to access any system where you have not been authorised by the owners/administrators of that system to access or connect.
- 13.Disruption** - Any attempt to disrupt or interfere with users, services or equipment, may result in the termination or suspension of your access. Disruptions include, but are not limited to, distribution of unsolicited advertising (“spamming”), monopolisation of network systems or services which denies reasonable use to others, propagation or transmission of information or software which contains computer “worms”, “trojan horses”, “viruses” or other harmful executable binary components, use of the network to attempt unauthorised connections to machines, the sending of harassing or threatening e-mail or message traffic, and the forgery or attempted forgery of message headers for e-mail messages or news postings.
- 14. Liability** - You will be held liable for all costs and damages attributable to any unauthorised activities or actions and agree to indemnify DLC for all costs and damages attributable to, or arising from, your unauthorised activities or disruptions.
- 15.Illegal or Fraudulent Use** - You must not use, or allow any other person to use, the DLC network and systems for any activities of an illegal or fraudulent nature, including any activities prohibited under the Telecommunications Act 1997, or under any other applicable State or Commonwealth laws.
- 16.Copyright Materials** - It is your responsibility not to store on your system, or transfer or cause to be transferred over the DLC network, or reproduce or make available for distribution through the DLC network, any copyrighted materials or data where the storage, reproduction, transfer, or distribution of the data would be in contravention of the Copyright Act 1968 (C'th).
- 17.Servers** – You are not permitted to set up on the DLC IT network servers or individual networks of any kind without authorisation from the DLC network administrator. If in doubt, you should speak to the Principal.
- 18.Routers and Miscellaneous Devices** - You may not install or connect routers and miscellaneous devices such as printers/gaming systems etc. without prior permission of the Principal. Wireless routers installed with permission must conform to configuration requirements outlined by DLC IT Administrator or authorised representatives at all times. Violations constitute a breach of the AUP and may result in temporary or permanent termination of services or access.

RESPONSIBILITIES

- 19.Overview** - Network-connected computer systems are exposed to a constant source of internet based security threats, including virus traffic and attempts at unauthorised access (“hacking”). In this regard the DLC IT systems and network are no exception. In order to minimise the impact of such threats to the continued and

robust operation of the network, DLC IT Administrator or authorised representatives require the cooperation of users, specifically by ensuring that all network-connected computers are kept "clean" of viruses and patched against known security issues where patches are available.

20.Maintenance – It is the responsibility of all users connected to the DLC IT systems and network to ensure that the following actions are performed on their own computer equipment:

- You must keep your operating system (e.g. Windows or Mac OS) up-to-date and patched with all applicable security patches.
- You must install, activate and regularly update anti-virus software. You will be liable to Dunmore Lang College for any damage it suffers if you fail to comply.
- If you are unable to install, configure and regularly update your OS or the anti-virus software, you must seek assistance from a DLC Computer Support Officer (CSO).
- It is your responsibility to take reasonable and appropriate measures to ensure that the security of your operating system and software is maintained.

21.Failure to Maintain - If you fail to comply with the maintenance requirements detailed above your network access may be suspended pending resolution of the matter. DLC IT Administrator or authorised representatives reserve the right to terminate or permanently suspend access should you refuse or be unable to adequately maintain your host computer system.

CONTENT

22.Content - DLC has the capacity to monitor the content and information accessed by users of its IT network, and access methods used. Should your actions negatively affect other users, DLC or the network itself, the College reserves the right to block or shape such usage. However, DLC shall not be held responsible in any way for the content of the information accessed via DLC IT systems and network, or offered for public access via DLC. You are personally liable for any actions arising from activities you may perform using the DLC IT systems and network.

23.Responsibility for Content - It is your responsibility to avoid whatever is found to be offensive or obscene on any system. You must take responsibility for the material placed on DLC's network and systems, and the statements made in mediums including, but not limited to, web pages, e-mail, chat or discussion forums and Usenet news.

24.Unsuitable Materials - You must not display or make available material unsuitable for minors and refrain from using the DLC IT systems and network to post, display or share prohibited material, including, but not limited to, material that has been classified X 18+Restricted or RC Refused Classification under the Classification(Publications, Films and Computer Games) Act 1995. Failure to comply with all relevant legislation may lead to immediate suspension or termination of your access.

INVESTIGATIONS

25.External Investigations - DLC reserves the right to act in any manner deemed necessary where there are reasonable grounds for suspecting that any illegal or unacceptable use of the DLC IT systems and network has occurred. In the event of any external investigation taking place, DLC will cooperate fully with State or

Commonwealth police and other law-enforcement officers who may seek to investigate suspected unlawful or criminal behaviour relating to activity on the DLC IT systems and network. The commencement of any investigation will result in the immediate suspension of access for all affected users until the investigation is concluded.

COMPLAINTS PROCESS

26.Complaints - To lodge a complaint or report a violation of DLC's Acceptable Usage Policy, please contact Reception.

OTHER CONDITIONS

27.Suspension - DLC reserves the right to suspend or terminate your service without refund should you breach, or should you assist, abet, encourage or incite another party to breach, any of the above terms and conditions, rules and regulations or State or Commonwealth laws.

DISCLAIMER

28.Disclaimer - DLC explicitly disclaims all liability for any issue that may affect you or your personal computer equipment, or for any loss that may be incurred by you, either directly or incidentally, through the use of DLC IT systems and network, any other services provided by DLC, or through the suspension, termination or interruption of any services that may occur at any time.