Acceptable Use of IT Resources Policy

Section 1 - Purpose

(1) The purpose of this Policy is to protect the essential interests of the University without inhibiting the use of Information Technology Resources, which are intended for the greater benefit of students, staff and the University generally.

Background

(2) Macquarie University (the University) provides computing, networking, information and communication resources to the University community to support teaching, research, learning, administration and other University business. Access to these Information Technology Resources is granted to members of the University community.

(3) This Policy provides a number of key principles that aid the University in protecting its significant investment in Information Technology Resources, whilst meeting its legal obligations.

(4) This Policy is supported by the [Acceptable Use of Information Technology Resources Procedure](#) which is intended to ensure a clear and consistent understanding and implementation of this Policy.

Scope

(5) This Policy applies to Authorised Users of the University's Information Technology Resources at all campuses and locations of the University. This Policy also applies to the use of information that may be accessed via the University's Information Technology Resources.

(6) To the maximum extent possible, this Policy applies to all use of Information Technology Resources.

(7) This Policy is not intended to, and does not, operate so as to exclude the operation of any other University policy, law, statute or regulation.

Section 2 - Policy

(8) All Authorised Users will be lawful, efficient, economical and ethical in their use of the University's Information Technology Resources.

(9) Authorised Users, shall so far as possible:

   a. respect the rights of all users;
   b. ensure Information Technology Resources and related physical resources are used for purposes authorised by the University;
   c. ensure the security and integrity of Information Technology Resources; and
   d. ensure Information Technology Resources are used in a way which complies with all relevant laws, subordinate legislation of the University, and contractual obligations governing the use of Information Technology Resources.

(10) The [Acceptable Use of IT Resources Procedure](#) under this Policy sets rules for and explains:

a. conditions of use;
b. access to Information Technology Resources;
c. responsibilities of Authorised Users;
d. misuse of Information Technology Resources;
e. liability; and
f. monitoring and surveillance of IT Resources.

(11) Exceptions to the implementation of this Policy must be approved by the Chief Information Officer in consultation with the relevant University stakeholders.

(12) Nothing in this Policy requires the University to provide a particular set of Information Technology Resources to the University Community.

Section 3 - Procedures

(13) Refer to the [Acceptable Use of IT Resources Procedure](#).

Section 4 - Guidelines

(14) Nil.

Section 5 - Definitions

(15) Commonly defined terms are located in the University [Glossary](#). The following definitions apply for the purpose of this Policy:

a. Authorised User means a person who is granted general authorisation to use Information Technology Resources upon enrolment, employment, official affiliation with the University, or as a member of a participating Eduroam organisation. Access to specific resources may be further restricted depending on the University's requirements. Authorised Users include all other persons including members of the general public, who have been granted access to, and use of, the University's Information Technology Resources. Authorised users will need to obtain accounts and passwords to enable access to University IT resources. A member of the public reading public University web pages from outside the University is not by virtue of that activity alone considered to be a User.
b. Eduroam is a TERENA (Trans-European Research and Education Networking Association) registered trademark, and is an abbreviation of educational roaming. In context of this Policy, Eduroam is a location independent wireless network, which allows users from participating organisations to use their normal username and password to access network services via other participating organisations.
c. Information Technology Resources – this Acceptable Use of Information Technology Resources Policy governs all Information Technology Resources and related physical resources provided by the University to assist or support teaching, learning, research and administrative activities. This includes, but is not limited to, the use of:
    i. all computers and all associated data networks, internet access, email, hardware, data storage, computer accounts, all OneID systems, media, software (both proprietary and those developed by the University) and telephony services;
    ii. all physical spaces using information technology and designated for teaching, study, research and administration across the University, such as computing laboratories, study areas and learning spaces;

iii. Information Technology services provided jointly, or as part of a joint venture between the University and a research centre, school, institute affiliated with the University, a subsidiary organisation owned by the University or any other partner organisation;

iv. Information Technology services provided by third parties that have been engaged by the University; and

v. equipment owned or leased by users when used to connect to the University networks or third party services that have been engaged by the University.

d. IT means Information Technology.

Status and Details

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Effective Date	22nd February 2021
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Approval Date	10th June 2016
Expiry Date	28th April 2021
Responsible Executive	Eric Knight Deputy Vice-Chancellor (People and Operations)
Responsible Officer	Jonathan Covell Chief Information and Digital Officer
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