
Version	1.1
Short description	To govern the use of the internet service in respect of Federal and State laws as well as in a manner consistent with the ethos of Avondale as a Christian institution.
Relevant to	This policy applies to the use of the internet service provided by Avondale University Limited (Avondale).
Authority	Academic Board
Policy owner	IT Operations Manager & Engineer
Responsible office	IT Department
Date approved	11 September 2013
Date effective	11 September 2013
Review due	September 2016
Related Avondale documents	End User Computing Policy: Staff and Students
Related legislation	
Key words	computer, conduct, equipment, internet usage, IT Services

1. PURPOSE

1.1 To govern the use of the internet service in respect of Federal and State laws as well as in a manner consistent with the ethos of Avondale University as a Christian institution.

2. SCOPE

2.1 This policy applies to the use of the internet service provided by Avondale University Limited (Avondale).

3. POLICY COVERAGE / INTENDED USERS

3.1 The policy covers all devices that access the internet service supplied by Avondale including:

- a) Equipment owned by Avondale; and
- b) Equipment owned by third parties.

3.2 Users include:

- a) Staff (Academic and General) fulltime and part-time;
- b) Casual Academic Staff;
- c) Conjoint Academic Staff;
- d) Contractors;
- e) Temporary staff;
- f) Students;
- g) Visitors (Conference delegates, contractors, service providers, commercial or academic suppliers); and
- h) Internal and external auditors.

4. DEFINITIONS

4.1 **Internet service** - Is defined as the carriage service by which the public internet may be accessed from Avondale's computer network.

4.2 **Standard Operating Environment** - A software installation composed of a combination of software packages and the configuration settings thereof that provides a standard system platform for use across multiple computers.

5. POLICY STATEMENT

5.1 The primary purpose of the internet service is to support the pursuit and achievement of Avondale's academic goals in respect of teaching, access to library services and for research purposes. A secondary purpose is to provide students who stay in residence halls with access to facilities that may be used for personal services and some recreational use.

5.2 Staff have unlimited access to the internet service in respect of achieving teaching, learning, training, and research goals.

- 5.3 Student use of the service is subject to limits in respect of download limits measured over a period. If a defined download threshold is exceeded, limitations may be applied until the end of the stipulated period. Students may apply to have such limitations lifted for academic purposes via their lecturer for the unit for which they need to use the internet service.

6. ASSERTION OF RIGHTS

- 6.1 Avondale asserts its rights as the provider and manager of the service in respect of its discretion in the provision of the service and the management thereof, as well as:
- a) Impound any equipment owned by Avondale if there are reasonable grounds to suspect that the equipment is being used in violation of the conditions imposed by this or other policy or policies.
 - b) Block access to the internet service to devices owned by third parties if there are reasonable grounds to believe that the equipment is being used in violation of the conditions imposed by this policy or other policies.
- 6.2 Avondale asserts its rights as the provider and manager of the service to manage the service in accordance with policies and procedures approved by Avondale management. Management of the service includes:
- a) Monitoring of bandwidth utilisation, sites or pages visited and services accessed;
 - b) Limits (quotas, capping/throttling) may be applied to ensure that the service is used fairly and equitably;
 - c) Filtering or blocking of domains or sites/pages or services that are deemed to violate applicable Federal or State laws and the conditions of this policy. Exceptions may be made in the case of valid academic pursuit. A list of blocked site categories may be provided on written request to the IT Operations Manager & Engineer; and
 - d) Setting Quality of Service (QoS) or bandwidth parameters to enhance access to services that support the pursuit of academic goals receive priority.

7. INDIVIDUAL RESPONSIBILITIES

- 7.1 The internet service may not be used to:
- a) Bully, harass, threaten, stalk or intimidate any person in violation of any federal or state law or Avondale policies;
 - b) Access, transmit or promote hate speech;
 - c) Access or publish material that is illegal in terms of federal or state law or Avondale policies;
 - d) Provide an internet service to others for the purpose of financial gain;
 - e) Damage the reputation of Avondale in the public domain;
 - f) Access and/or make use of services (such as torrents) which provide or distribute material in violation of intellectual property, copyright or trademark laws or digital rights management;
 - g) Gain unauthorised access to internal or external networks or systems;

- h) Intellectual Property owned by Avondale may not be stored on external internet storage facilities without the written permission of the Executive Dean / Head of School / Department Head and the IT Operations Manager & Engineer. Examples of such services include DropBox, Amazon Cloud Services, Flickr, Instagram, Facebook, Picasa, Google Docs etc.
- i) Software that is not part of the Avondale Information Technology Services (AITS) Standard Operating Environment may not be installed on a university computer by staff without the prior consent of the IT Operations Manager & Engineer. If non-standard software is requested, the request must be lodged via the Avondale Online Helpdesk service and AITS reserves the right to deny the request if it is in the best interests of Avondale to do so.

8. POLICY EXECUTION

8.1 The policy owner for this policy is the Avondale Executive Committee. The functional owner of the policy is the IT Operations Manager & Engineer, who is responsible for managing the periodic reviews and updates to this policy in consultation with other stakeholders. The policy applies to all staff and students of Avondale unless otherwise specified. Failure to comply with this policy may result in disciplinary action.

Table of amendments

Version Number	V1.1	Replaces Version	V1.0
Implementation Date	11 September 2013	Scheduled Review Date	September 2016
Approving Body	Academic Board	Approval Date	11 September 2013
Policy Owner	IT Operations Manager & Engineer	Date first introduced	11 September 2013
Short description of amendment	V1.1 <i>March 2023: updated branding, nomenclature and position titles, as relevant.</i>		
	V1.0 NEW (replaces Internet and E-mail Use Policy [S.18/VS.22])		