

## FAQs

### 1. What is considered authorised use of an ICT Asset?

Authorised use is official University business or University approved research and development.

### 2. Can I use an ICT asset for personal use?

Yes. Limited personal use does not breach the Policy and Procedure. As long as the University is not impacted financially and University business objectives are not unjustifiably affected.

### 3. What if I'm using my own computer on campus?

If you use your own personal computer or portable electronic device to connect to the University Curtin ICT network, you are bound by the same ICT Appropriate Use Policy and Procedure as if you were using a University ICT asset.

### 4. What happens if I misuse an ICT asset?

Misuse of ICT Assets will be dealt with in accordance with the relevant disciplinary processes, and in the event of criminal conduct, may be referred to relevant law enforcement or government oversight agencies.

### 5. What if I see someone doing something inappropriate?

All observed breaches of the Policy and the Procedures must be immediately reported. Contact your line manager if you are a staff member or, the **Student Helpdesk** on +61 8 9266 1222 if you are a student.

If you require IT assistance, contact the IT Service Desk by emailing [service.desk@curtin.edu.au](mailto:service.desk@curtin.edu.au) or by calling **+61 8 9266 9000**.

Want to know more about the University's Information Security and ICT Appropriate Use Policy? Refer to the Curtin Policies website [policies.curtin.edu.au](http://policies.curtin.edu.au).

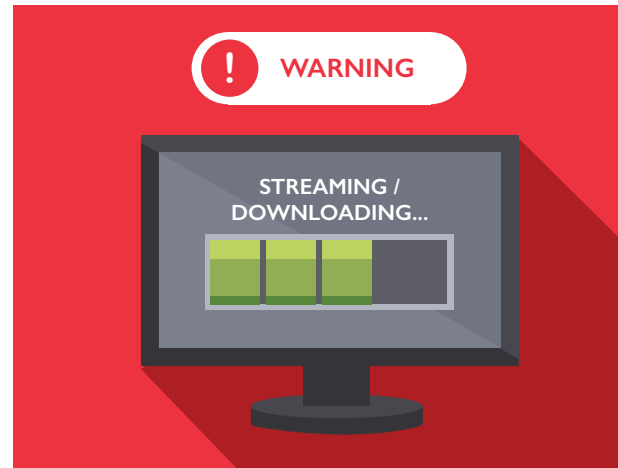
## Definitions

The University Community is made up of:

**Staff** means the academic and non-academic staff of the University.

**Student** means a person enrolled in the University.

**University Associate** is a person who is neither a staff member nor principally a student of the University, but who has a continuing association with the University by virtue of their involvement in University activities.



**Do not stream or download pirated software, movies or other unlicensed digital media on the Curtin network.**

## Contact us

If you have any further queries relating to the appropriate use of ICT facilities, contact the IT Service Desk:

✉ [service.desk@curtin.edu.au](mailto:service.desk@curtin.edu.au)

☎ Ext 9000

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Curtin University



INFORMATION &  
COMMUNICATIONS  
TECHNOLOGY (ICT)  
APPROPRIATE USE GUIDELINES

Make tomorrow better.

## Why are these Guidelines important?

The University's Policies and Procedures are binding on any person recognised within the University Community.

We all have a responsibility to familiarise ourselves with, and adhere to, Curtin's Policies and Procedures, including those related to ICT.

The ICT Appropriate Use Policy and supporting Procedure provides important information to ensure the University Community is using University ICT Assets in an appropriate and responsible manner.

This guideline has been developed to highlight key aspects of the ICT Appropriate Use Policy and supporting Procedure.

The University provides ICT Assets (IT devices, computer labs, email accounts, internet access, University applications, phones and videoconferencing services) to the University Community for authorised purposes.

The University monitors, inspects and reviews the use of ICT Assets which can support disciplinary action of any behaviour deemed inappropriate.

It is necessary to recognise the importance of using University ICT Assets for appropriate purposes so as not to cause harm to fellow students, staff and University Community members.



**Understanding the guidelines is necessary to avoid activities you may think are harmless, but may be a breach of the ICT Appropriate Use Policy or illegal.**



## APPROPRIATE USE

- Using only those ICT Assets for which you have authorisation.
- Using ICT Assets only for their intended purpose such as official University business or University approved research and development, and limited Personal Use.
- Abiding by applicable laws and University policies and respecting the copyright and intellectual property rights of others, including the legal use of copyrighted or unlicensed software.
- Respecting the privacy and personal rights of others.
- Using Curtin ICT Assets in a manner which is ethical, lawful and not to the detriment of others.
- Using ICT Assets for personal use where such use is incidental and does not impose upon or adversely affect the University, such as using ICT facilities and services for occasional emails and web browsing.



## INAPPROPRIATE USE

- Using resources you have not been specifically authorised to use.
- Accessing, copying, altering or destroying electronic or digital information without authorisation.
- Uploading, downloading, distributing or possessing pornography, pirated software, movies, or other unlicensed digital media.
- Using someone else's username and password or sharing your username and password with someone else.
- Sending unsolicited email (spam).
- Using electronic resources for harassment or stalking.
- Circumventing ICT Assets or possessing any "hacking tools" such as packet sniffers, password crackers, vulnerability scanners without written authorisation from the Chief Information Officer.
- Wilfully wasting resources associated with Curtin's ICT facilities and services.
- Interfering with the investigation of a breach of University policy through omission or by deleting evidence located on an ICT Asset.
- Forwarding emails containing University information to personal email accounts by auto-forwarding or manual means, unless authorised to do so for the business or purpose of the University.

## The Guidelines

### Exemptions

There may be limited cases where an exemption to the Policy is needed. Please review the Policy and the Procedures for more information.