



## **Trinity College – Information Technology Services**

### **Visitor IT and Telecommunications Use Policy ('the Policy')**

#### **Purpose**

To outline appropriate and inappropriate use of Trinity College's Information Technology (IT) and Telecommunications facilities (the 'Facilities') to ensure the resources are used properly.

#### **Application**

This Policy applies to all visitors of Trinity College (whether residential or not).

The Facilities belong to Trinity College. They comprise all electronic data, computers, data communications, telecommunications, Internet services and printing systems owned, controlled or licensed by the College.

The Facilities are for academic purposes and limited personal use only.

By using the Facilities, you agree to be bound by this Policy (as varied from time to time) and that, to the extent allowed by law, neither Trinity College nor The University of Melbourne is liable for loss, damage or consequential loss or damage arising directly or indirectly from:

- your use or misuse of or unlawful activities in connection with Trinity College or University of Melbourne IT facilities;
- loss of data or interference with data stored on any Trinity College or University of Melbourne IT facilities;
- interference with or damage to equipment used in conjunction with any Trinity College or University of Melbourne IT facilities; or
- any actions taken or decisions made in accordance with this Policy or the Regulation.

#### **Your Obligations**

Visitors at the College must act responsibly when using the Facilities, and must not use the Facilities to engage in inappropriate or unlawful activities, such as:

- fraud
- breach of copyright
- privacy violations
- defamation
- sexual harassment
- stalking
- bullying
- displaying, downloading or disseminating pornography

- racial or other vilification, or
- discrimination.

### Appropriate Use

Examples of appropriate use include:

- using email generally for academic purposes and for contact with family and friends
- using social networking spaces to communicate with people
- using the web for study and to research issues and access information
- video or audio contact with family over the Internet.

Limited personal use means use that:

- is purely of a personal nature and not for financial gain
- does not directly or indirectly impose an unreasonable burden on the Facilities
- does not contravene this Policy or any law in Australia.

Limited personal use includes such things as:

- booking airline or movie tickets
- reading newspapers on line
- downloading and listening to podcasts of general interest
- posting limited web blogs ('blogging')
- limited streaming of media (e.g. watching a few short Youtube videos per day)
- instant messaging
- using online discussion group and 'chat' facilities

### Inappropriate Use

It is not appropriate to:

- use the Facilities for commercial purposes
- download inappropriate material or use the Facilities for uploading material that is pornographic, harassing, hateful, racist, sexist, abusive, obscene, discriminatory or threatening
- use the Facilities to send (publish) material that defames an individual (a false statement that exposes someone to hatred, contempt or ridicule, or lowers that person in the estimation of right-thinking people), remembering that an electronic message may be stored, forwarded or downloaded at many sites, potentially widening the sender's liability for defamation
- use the Facilities in such a way that intends to or is likely to bring the College into disrepute
- use the Facilities to impersonate another person
- share passwords or access computing resources that you are unauthorized to use

- use software programs without an appropriate licence
- download movies via BitTorrent or download unlicensed movies by other means,
- participate in on-line gambling
- send spam emails
- use peer-to-peer networking (e.g. file sharing programs like DC++ or BitTorrent) that impose an unacceptable burden on facilities as well as possibly breaching copyright law
- use material which infringes the confidential information, trade secret, proprietary, privacy or publication rights or other intellectual property rights of any third party (e.g. upload or download material without the owner's express permission such as posting someone else's academic paper).

Inappropriate use is not just confined to the above examples.

### Monitoring

By using the Facilities, you agree that:

- Trinity College may monitor your use of the Facilities, including, for example, electronic communications and website visits, in accordance with the Regulation
- Trinity College may investigate a complaint brought by a third party
- although you hold the copyright as creator, your electronic communications on the Facilities are the property of Trinity College and may be used for the purposes of investigation.