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*A residential college of the
 University of Tasmania*

ICT Services and Facilities Use Policy

Responsible Officer	Principal
Approved by	Council
Approved and commenced	February, 2016
Review by	February, 2019
Relevant Legislation, Ordinance, Rule and/or Governance Level Principle	<i>Broadcasting Services Act 1992 (Cmth)</i> <i>Copyright Act 1968 (Cmth)</i> <i>Crimes Act 1914 (Cmth)</i> <i>Telecommunications Act 1997 (Cmth)</i> <i>Personal Information Protection Act 2004 (Tas)</i> AS/NZS ISO 27001:2006 Information Technology Security <i>Ordinance 9 – Student Discipline</i>
Responsible Organisational Unit	Administration

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1 Objective

The purpose of this document is to ensure the appropriate use of the College's Information and Communication Technology (ICT) Services and define the responsibilities of users of the College's ICT Services and Infrastructure.

The objective of this Policy and associated procedures are to define:

- access to, and use of College ICT Services;
- the responsibilities of users regarding the appropriate use of ICT Services; and
- the responsibilities of users in maintaining the good name of Jane Franklin Hall Inc.

2 Scope

This policy applies to all Jane Franklin Hall staff, students and associates.

3 Policy Provisions

ICT Services, Facilities and Infrastructure are provided in support of Jane Franklin Hall business including research, study, teaching and learning, and operational activities.

The conditions of use defined in this Policy, and associated ICT Policies and Procedures, apply to all College members, all ICT Services provided by the College, all Facilities and Infrastructure owned by the College, and to any privately owned Device that connects to College Infrastructure.

3.1 Appropriate Use

Jane Franklin Hall ICT Services must be used in an appropriate manner. Appropriate use is considered to be the use of equipment in:

- a legal manner, meeting the requirements of legislation and Jane Franklin Hall By-laws, Ordinances and Policy; and
- meeting the principles of fair use.

3.2 Authorised Users

ICT Services and Facilities are only available for use by Authorised Users. An Authorised User is an individual that has a legitimate relationship with the College as defined in the ICT Access Control Policy. All Authorised Users are bound by the ICT Services and Facilities Use Policy. The ICT Services and Facilities Use Policy becomes binding when:

- staff members and associates accept their offer of employment or appointment;
- students accept a residential offer.



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Associate members and other occasional users who are not Staff or Students of Jane Franklin Hall must sign and return a copy of the Jane ICT Services and Facilities Use Agreement. The ICT Services and Facilities Use Agreement must be signed and returned to the Jane office in order for any Associate member to be granted Authorised User status.

3.3 Responsibilities of Authorised Users

Jane Franklin Hall ICT Services must be used in a manner which supports the good name of the College and may only be used:

- in support of teaching, studying, learning, research, personal or professional development, business operations and management or other activities officially directed towards the mission of the College; and
- for limited personal use.

All Authorised Users of Jane Franklin Hall ICT Services must respect the rights of other Authorised Users to ensure that all have equitable privileges, privacy and protection from interference or harassment.

3.4 Access to ICT Facilities

Access to ICT Services and Facilities is provided as per the requirements of the ICT Access Control Policy.

Physical access to ICT Facilities is managed through the College's security arrangements. Access to buildings and computing equipment is at the discretion of the Principal.

3.5 Accessing the Internet and Online Services

Access to the Internet, and services provided via the Internet, are available to Authorised Users only.

Use of the Internet and associated services are provided under the conditions of appropriate and ethical use. Users of this service must respect the rights of other Authorised Users to ensure that all have equitable privileges, privacy and protection from interference or harassment.

Internet usage must be legal and comply with the requirements of all Federal and State Government legislation, Jane Ordinances, Policies, and Procedures.



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3.5.1 Internet and Online Services Access Restrictions

The College reserves the right to block access to internet services, or websites, where accessing, or obtaining content from, those services or websites using Jane Franklin Hall ICT Services, Facilities, or Infrastructure would be considered a breach of Federal or State legislation, or a breach of Jane Franklin Hall Policy.

The College reserves the right to block access to any online service which is identified as a platform for the distribution of viruses, malware, other malicious software, or is associated with solicitation of personal or financial information.

The College will make attempts to ensure any internet service, or website, which is blocked is not used for research, study, teaching and learning, or College business reasons. All access restrictions will be approved by the Principal. Reviews of access restrictions will be heard by the Principal.

3.6 Copyright Provisions

The College expressly forbids the use of any of its ICT Services, Facilities and Infrastructure for any purpose which would breach copyright in any way.

The College considers copyrighted materials to include, but not be limited to:

- Music;
- Movies;
- Television programs;
- Electronic publications;
 - EBooks;
 - Electronic journal papers;
- Computer software;
- Unlicensed data, including unlicensed research data.

3.6.1 Jane Franklin Hall ICT Services, Facilities, and Infrastructure Provisions in Relation to Copyright Protected Material

Jane Franklin Hall ICT Services, Facilities, and Infrastructure may not be used to download, copy, compress, store, transfer or redistribute content without the express permission of the copyright owner.

The College reserves the right to remove any alleged infringing material from any of its ICT Services, Facilities, and Infrastructure without prior notification.



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Where a service or website, external to the College, is identified as a source of infringing material the College reserves the right to block access to that service or website.

3.6.2 Responsibilities of Jane Franklin Hall Members in Relation to Copyright Protected Material

Members of the College are prohibited from using any College ICT Services, Facilities or Infrastructure to acquire, store or share materials that infringe the rights of the copyright holder.

Members may, on occasion, purchase materials via online distributors using College ICT Services, Facilities and Infrastructure. These materials may be stored on College Facilities in accordance with the license conditions under which they were purchased.

It is the responsibility of Jane Franklin Hall Members to ensure they manage their copyrighted materials in accordance with legislative and policy requirements.

3.6.3 Private Use Conditions and Jane Franklin Hall

The Copyright Act 1968 provides individuals with some rights regarding Private Use of recordings that they have purchased.

Private Use considerations allow individuals to alter the format of musical recordings that they own so that they may be used on a device that can be used to cause those recordings to be heard.

These considerations are applicable provided that the original copy does not infringe copyright, and that the copy they make is for domestic listening purposes and that the device they copy the music to is their own.

Jane Franklin Hall owned ICT Services, Facilities and Infrastructure are owned by the College, not by individuals. Therefore, regardless of whether an individual owns an original copy of a recording, digital copies may not be stored on any College ICT Services, Facilities or Infrastructure items as this act breaches Private Use considerations of the Copyright Act 1968.

Members of the College may use University ICT Facilities and Infrastructure for private listening purposes, but may not store, or distribute materials. Private media libraries must be held on devices owned by the Member.



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3.6.4 Notices of Copyright Infringement

Jane Franklin Hall makes all attempts to ensure copyrighted materials are used within license conditions, and that ICT Services and Facilities are not used to facilitate copyright breach.

All materials, including non-infringing materials and ICT equipment are subject to removal from the College network in the event that a notice of copyright infringement is delivered against the College.

Should the College receive a notice of copyright infringement the College reserves the right to remove the material in question, or make it unavailable by disconnecting the underlying ICT Infrastructure via logical or physical action, until such time that a determination about the legitimacy of the infringement claim can be made.

3.7 Modification of ICT Services, Facilities and Infrastructure

Network modifications shall only be made following written approval by the Principal. Network modifications may only be carried out by a contracted service provider.

3.7.1 Unauthorised Modifications of ICT Services, Facilities and Infrastructure

All network modifications performed without authorisation from the Principal or by an unauthorised person are prohibited.

Unless part of an approved network modification under section 3.7 above, the installation of a port splitter or any network communication device that supports multiple simultaneous connections to a single network port or third party network(s) is expressly prohibited.

Examples of modifications include, but are not limited to:

- Disconnecting library computers from the University network;
- Connecting unregistered devices;
- Connecting hubs, switches or port splitters.

Where an unauthorised modification is detected, a breach of policy may be pursued and connectivity to a network port may be terminated.

3.8 Use of Privately Owned ICT Devices

The College allows Authorised Users to connect privately owned Devices to the College ICT Infrastructure via connection Gateways.



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3.8.1 Connection to Gateways

Gateways are ICT Services where Device connection has been authorised by the Principal. Gateways are provided for the purpose of connecting privately owned devices, and include:

- connect wireless; and
- Wired connectivity in some study areas (e.g. library).

Any Device that connects to a Jane Franklin Hall Gateway must meet the following requirements:

- privately owned devices may only be used on the College Gateways in a legal manner and in accordance with Federal and State legislation.
- users must adhere to College Ordinances, Policies and Procedures whilst connected to any College Gateway.
- all devices that support anti-virus software must have an up-to-date anti-virus package installed and operating while connected to the College network

The College shall not be held responsible for the management and maintenance of privately owned devices connected to Gateways.

3.8.2 Connection Restrictions

No privately owned Device will have access to student databases, staff databases or financial systems, except where those systems provide a self-service interface for the User.

Privately owned Devices may only have access to ICT Services or data stores where the Data Custodian authorises such a connection to occur, or the ICT Service or data store provides a self-service interface for the User.

3.8.3 Connection Disclaimers

Jane Franklin Hall shall not be held responsible for damage or loss to privately owned devices.

3.9 Monitoring of ICT Services, Facilities and Infrastructure

All usage of ICT Services, Facilities and Infrastructure will be monitored. Information related to the usage of ICT Services, Facilities and Infrastructure will be stored and may be used to ensure or investigate compliance with College Policies, Procedures and Guidelines and relevant State and Federal legislation, the College may collect information related to the use of ICT Services, Facilities and Infrastructure.



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Further information related to the monitoring of ICT Services, Facilities and Infrastructure, and the usage of information collected, is provided in the ICT Security Policy.

3.10 Privacy

Information related to the use of Jane Franklin Hall ICT Services and Facilities is collected and may be consulted to ensure compliance with College policies, procedures and guidelines, and relevant State and Federal legislation. This information may be accessed for purposes of investigating allegations of misuse.

Information may be provided to law enforcement agencies where necessary to investigate or report suspected unlawful activity, as per the Jane Franklin Hall Privacy Policy.

3.11 Breaches

Breach of this Policy may result in disciplinary action.

Staff, students and associates learning of any violation of this Policy are obligated to bring this matter to the attention of the Principal without delay.

4 Responsibilities

The Principal is responsible for:

- Implementation
- Compliance
- Monitoring and evaluation
- Development and/or review
- Interpretation and advice.



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5 Definitions and Acronyms

Access	Connection of College, personal or third party owned devices to ICT Infrastructure facilities via a direct or indirect connection method. Such connection methods could include but are not restricted to: <ul style="list-style-type: none">• LAN/MAN/WAN network connections (e.g. Ethernet);• Wireless network connections;• Remote access via a third party such as a contracted ISP with trusted access to the College network;• Connection via VPN (Virtual Private Networking) technology; and• Connection to any systems, services and applications.
Account	A combination of a username (identifier) and password allocated by an Administration Officer to an Authorised User (the account owner) to access ICT Services, Facilities and Infrastructure.
Algorithm	A cipher used to encrypt and decrypt information using a series of steps that can be followed as a procedure.
Anti-Virus Software	A software package designed to identify and remove known or potential computer viruses, and associated software including but not limited to virus definition files.
Authorised User	An individual who has been granted access to College ICT Services under one or more of the following categories: <ul style="list-style-type: none">• A current member of the governing body of the College;• A currently employed officer or employee of the College;• A current resident of Jane Franklin Hall;• Any person granted access to use Jane ICT Services including, but not limited to:<ul style="list-style-type: none">• A contractor undertaking work for the College under the provisions of a legal contract;• A member of a collaborative venture in which the College is a partner; or• A visiting lecturer, student or other associate who is undertaking similar activities in a recognised University.



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Copyright	A form of intellectual property which gives the creator of an original work exclusive rights in relation to that work; and control over its
Data Custodian	<p>A nominated trustee of Jane Franklin Hall data. A data custodian holds responsibility for protecting the data as defined by the College Policies and Procedures.</p> <p>Data Custodians may be nominated by their role with the College, or by their role in relation to an ICT Service. A Data Custodian will typically have responsibility for the management of a location of shared information, a database, or an application referencing a database distinct from the role of a systems administrator.</p>
Device	Any computer or electronic device capable of accessing, storing and communicating data.
Encryption	The process of transforming information using an algorithm to render it unreadable to those without special knowledge (access to a key).
End Host Device	<p>An electronic device which can be connected to a network via the allocation of a network address to that device's MAC address such that this forms the only active network connection on that device. End Host Devices include, but are not limited to:</p> <ul style="list-style-type: none">• Desktop computers;• Notebook computers;• Workstations;• Servers;• Network Printers;• Telecommunications equipment;• Wireless Devices; and• Other network aware devices.



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Gateways

Gateways are ICT Services where device connection has been authorised by the Principal. Gateways are provided for the purpose of connecting privately owned devices, and include:

- Connect wireless; and
- Wired connectivity in some study areas (e.g. Library).

ICT

Information and Communication Technologies

ICT Facilities

All computers, terminals, telephones, end host devices, licenses, centrally managed data, computing laboratories, video conference rooms, and software owned or leased by the College.

ICT Infrastructure

All electronic communication devices, networks, data storage, hardware, and network connections to external resources such as AARNet and the Internet.

ICT Officer

The College staff authorised by the Principal to maintain and/or administer ICT Services, Facilities, Infrastructure, user level accounts and passwords.

ICT Security Framework

The ICT Security Framework refers to all Jane Franklin Hall Policies and Procedures concerning ICT Security.

ICT Security Manager

The ITS appointed representative responsible for ICT security.

ICT Services

All systems supporting interaction, information provision, information storage, or communications provision and the ICT Facilities on which they operate.



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Internet	<p>A term for the global computer network used to share information along multiple channels, and over multiple protocols.</p> <p>This definition of Internet is inclusive of protocol driven networks such as the World Wide Web, and all peer-to-peer networks.</p>
ITS	Information Technology Services
Modifications	The disconnection, repair, or connection of devices and the installation or configuration of software or hardware.
Network Port	Any individual switch port, wall outlet or wireless access port that provides connectivity to the College network.
Port Splitter	<p>Any device attached to a network port that allows simultaneous access through that port. Devices include, but are not limited to:</p> <ul style="list-style-type: none">Switches;HUBS;Routers;Wireless Access Points;Active Multi-homed computers\devices;Modems; and <p>Any network aware device with more than 1 active network connection.</p>



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Request for Access to Jane Services A process provided by the College to handle requests for access to Jane ICT Services, Facilities and Infrastructure by non Jane personnel.

Simultaneous Access Access through one port or wall outlet by more than one End Host Device

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6 Supporting Documentation

- University of Tasmania Staff Agreement 2013-2016
- Information Technology Infrastructure Library (ITIL)
- Privacy Policy
- Records Management Policy
- Risk Management Policy
- Copyright Policy and Copyright Takedown Procedure
- Blacklisting Procedure
- ICT Access Control Policy
- Appendix 1 – University ICT Services and Facilities Use Agreement

7 Versioning

Current Version	ICT Services and Facilities Policy; approved by Council, November,2015; reviewed February, 2015.
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Appendix 1: ICT Services and Facilities Use Agreement

ICT Services and Facilities Use Agreement

Scope and Purpose of this Agreement

Users of ICT Services and Facilities provided by Jane Franklin Hall must be aware of the conditions under which access is provided. These are detailed in the Jane Franklin Hall **ICT Services and Facilities Use Policy** and the supporting Policies and Procedures of the ICT Security Framework. These are available at:

<http://www.jane.edu.au/college-faq/>

ICT Services & Facilities

All Jane Franklin Hall ICT Services and Facilities are covered by this agreement. These include:

- **Services:** all systems supporting interaction, information provision, information storage, or communications provision and the ICT Facilities on which they operate.
- **Facilities:** all computers, terminals, telephones, end host devices, licenses, centrally managed data, computing laboratories, video conference rooms, and software owned or leased by the College.
- **Infrastructure:** all electronic communication devices, networks, data storage, hardware, and network connections to external resources such as AARnet and the Internet.

Conditions of Access

All authorised users must comply with the conditions for use of ICT Services and Facilities as set out in the Jane Franklin Hall ICT Policies and Procedures including:

- appropriate use;
- use only for study related activities and limited personal use;
- respect for the rights and privacy of other users; and
- compliance with all relevant State and Commonwealth laws and Jane Franklin Hall Ordinances and Policies.

Signature of User

By signing below I acknowledge that I have read and understand the Jane Franklin Hall **ICT Services and Facilities Use Policy**. I understand and acknowledge that should I not fulfill all my obligations I will be in breach of this Agreement, which may result in the termination of this Agreement and withdrawal of ICT access privileges.

Name: **Signature:** **Date:**/...../201....