

## DATA NETWORK POLICY

<b>Section</b>	Information Technology Services
<b>Contact</b>	Information technology Services
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<b>Next Review</b>	July 2014
<b>Approval</b>	SLT 12/08/177

### Purpose:

The purpose of this policy is to protect Massey University's wired and wireless network infrastructure from uncontrolled or unauthorised access that could result in Intellectual Property loss, data destruction or unlawful or unapproved activities. Network facilities are provided to support the primary aims of the University including teaching, research, administration and community service.

### Policy:

- The University's network and associated infrastructure is the responsibility of Information Technology Services (ITS).
- Activities, or improper use which could compromise the delivery, integration and security of the network and associated infrastructure and/or network services, are strictly prohibited.
- The University reserves the right to disconnect without prior notification any component of the network in order to protect the security and/or integrity of the network or deal with an unauthorised activity.
- Users will be authenticated before being allowed access to any University ICT resource, via provision of centrally-managed usercodes, and passwords.
- All network users are subject to the University codes of practice and associated policies that relate to access and use of Massey University ICT services and equipment.
- All network deployments must be managed by ITS.
- All costs incurred will be charged to the Budget Centre for the usercode.
- Any third-party services propagated on the University network must be formally registered and pre-approved by ITS.

### Definitions:

**Account Controller:** The person, or persons, in a Department, Unit etc. with the authority to approve charges for a Department, Unit etc. The charges may apply to usercode creation and retention, ICT-related purchases etc.

**Authenticate:** Method used to verify the identity of a user.

**Data network:** Set of computers or devices physically connected to each other able to communicate and to exchange data (information (versus a wireless network, where wireless communication and exchange occurs).

**ICT:** Information and communications technology is an umbrella term used to cover all network, computing, software, and telecommunications systems and resources, including storage and peripheral devices, whether used for research, teaching or administration.

**Improper use:** The policy, Use and Access of Information technology Systems defines improper use.

**Infrastructure:** The computer and communication hardware, software, databases, people, and policies supporting the University's information management functions.

**Network facilities:** ICT systems accessed via connect to the University network, which includes, but is not limited to, email, printing, teaching spaces, internet and world wide web.

**Password:** A secret string of characters which is used in conjunction with a username to authenticate a user.

**User:** A person who wishes to use components of the University's ICT systems, or who has been granted access to components of the University's ICT systems.

**Usercode:** string of letters and numbers that is the unique identifier for a computer account; a person's identification on an individual computer system, used to log in (connect) to the system. Also termed Username, User Name, Client Code, User Code.

### **Audience:**

All users of Information and Communication Technologies at Massey University including staff, students, visitors, contractors and affiliates.

### **Relevant legislation:**

Nil

### **Legal compliance:**

Nil

### **Related procedures / documents:**

[Email and Internet Use Policy](#)  
[Peer to Peer Policy](#)  
[Telecommunications Policy](#)  
[Use and Access to Information Technology Systems Policy](#)  
[Usercode and Password Policy](#)  
[Policy on Staff Conduct](#)  
[Code of Student Conduct](#)  
[Contractors Policy](#)

### **Document Management Control:**

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