



UNIVERSITY OF NEW ZEALAND

Massey University Policy Guide

## USE AND ACCESS TO INFORMATION TECHNOLOGY SYSTEMS POLICY

<b>Section</b>	Information Technology Services
<b>Contact</b>	Information Technology Services
<b>Last Review</b>	June 2013
<b>Next Review</b>	June 2015
<b>Approval</b>	Council C13/83 – September: 3.1.1

### Purpose:

To regulate access to, and define authorised uses of, all University information technology and communication systems ("IT System").

### Policy:

Access to and use of every IT System is strictly controlled by the University. A breach of this policy document is regarded seriously by the University and could lead to disciplinary action.

#### IT System Improper Use Criteria

Improper use of the IT System includes, but is not limited to:

- (a) unauthorised access to the IT System or circumvention of restrictions on access;
- (b) use of the IT System for purposes other than to meet pre-authorised administrative, or teaching course work, course and research requirements for which access was granted;
- (c) use of the IT System to produce, store, transmit, or display any materials which are obscene, offensive, slanderous or illegal;
- (d) use of the IT System for private gain or unauthorised commercial use;
- (e) making unauthorised copies of software and data;
- (f) distribution, propagation or creation of computer viruses;
- (g) physical abuse of any IT System;
- (h) electronic abuse or harassment of individuals via the IT System;
- (i) contravention of the rights of an individual;
- (j) contravention of the statutes, regulations and charter of the University and New Zealand statutes including the Privacy Act 1993, Human Rights Acts 1993, Official Information Act 1982 , Public Finance Act 1992, Employment Relations Act 2000; and
- (k) such other activities deemed improper use from time to time.

The University, or authorised Controller of the IT System, reserves the right to take any appropriate action including to examine, move, copy or delete any information in the event of a suspected or proven breach of this policy.

### Definitions:

- "Controller" means any person or organisational role responsible for the technical management of an IT System; this could include the delegated IT System administrator or the relevant Head of Department.



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- "IT System" means the University's information technology and communication systems, including all computing, audio visual, data network, telecommunication and other communications systems, their storage media and peripheral devices.

#### Audience:

All users of the University's IT Systems.

#### Related procedures / documents:

Procedures for Use and Access to Information Technology Systems

[Email and Internet Use Policy](#)

[Telecommunications Policy](#)

[Data Network Policy](#)

[Research Use of Information Technology Infrastructure Policy](#)

#### Document management control:

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