DURBAN UNIVERSITY OF TECHNOLOGY
POLICY ON ACCESS AND ACCEPTABLE USE OF ELECTRONIC RESOURCES - STUDENTS

Document name:	Policy on Access and Acceptable Use of Electronic Resources – Students
Co-ordinating Exec Manager / Document Owner:	DVC: Academic
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Related policies: ICT Policies and Procedures DUT Rule Book for Students DUT Copyright Policy Electronic Communications and Transactions Act Promotion of Access to Information Act Regulation of Interception of Communications Act TENET Acceptable use policy for GEN2 Services	

1. Purpose of the policy

The purpose of the policy on acceptable use of electronic resources is to regulate e-mail, internet and computer systems usage by students within DUT.

2. Responsibility, Acceptable Access and User Standards

2.1   Users are expected to use computing and information resources in a responsible and efficient manner consistent with the Business objectives of DUT.

2.2   It is the users responsibility to back up all his/her data.

3. Misuse
Privileges of usage may be denied or removed for the following reasons:

3.1   Harassment or violating the privacy of others.

3.2   Destruction or damage of equipment, software or data belonging to the DUT or others.

3.3   Disruption or performing unauthorized monitoring of electronic communications.

3.4   Violating computer system security.

3.5   Use without authority of computer accounts and user codes.

3.6   Use of computing facilities for purposes unrelated to the DUT business objectives.

3.7   Academic dishonesty, such as plagiarism and scientific misconduct.

3.8   Unauthorised electronic access to student records, human resources, payroll, financial records, library systems and/or any other access to DUT electronic systems.

3.9   Transmitting unsolicited information which contains obscene, indecent, lewd or lascivious material or other material which explicitly or implicitly refers to sexual conduct.

3.10   Transmitting unsolicited information which contains profane language or panders to racism, bigotry, sexism or other forms of discrimination.

3.11   Transmitting information which threatens bodily harm or which intimidates another person or organization.

3.12   Communicating any information concerning any password, identifying code, personal identification number or other confidential information without the permission of its owner or the controlling authority of the Computer Facility to which it belongs.

3.13   Creating, modifying, executing or retransmitting any computer program or instructions intended to gain unauthorized access to, or make unauthorized use of a Computer Facility or Licensed Software.

3.14   Creating, modifying, executing or retransmitting any computer programme or instructions intended to obscure the true identity of the sender of electronic mail or electronic messages, collectively referred to as "Messages" including but not limited to, forgery of Messages and/or alteration of system and/or user data to identify the sender of Messages.

3.15   Accessing or intentionally destroying software in a Computer Facility without the permission of the owner of such software or the controlling authority of the Facility.

3.16   Making unauthorized copies of Licensed Software.

3.17   Communicating any credit card number or other financial account number without the permission of its owner.

3.18   Effecting or receiving unauthorized electronic transfer of funds.

3.19   Violating any laws or participating in the commission or furtherance of any crime or other unlawful or improper purpose.

3.20   Using the Computer Facilities in a manner inconsistent with the University's contractual obligations to suppliers of Computer Facilities or with any published University policy.

3.21   Using the Computer Facilities for commercial purposes, unless granted approval by Management in terms of other approved Policies of the DUT.

3.22   Violating the provisions of copyright, particularly on software, data and publications.

4.   Internet

4.1   Software loaded on PC's for browsing the INTERNET is provided primarily for academic/business use.

4.2   It is the users' duty not to congest the DUT's Internet resources with unnecessary traffic.

4.3   Browsing the Internet for personal use shall not :-

4.3.1   Interfere with the normal academic / business activities.

4.3.2   Involve any form of solicitation.

4.3.3   Be associated with any "for profit" outside academic / business activity.

4.3.4   Potentially embarrass the DUT.

5.   Users are prohibited from:

5.1   Transmitting or downloading material that is a contravention of the Laws of the Country.

5.2   The sending of bulk or unsolicited mail, chain letters or other forms of mail flooding (spam), or to indicate or gain support for any political or religious purpose.

5.3   Hacking in any form, including attempts to gain access to restricted resources inside or outside the DUT's network.

5.4   Obtaining and using, without authorization access codes and/or passwords of another user.

5.5   Damaging or deleting files of another user.

5.6   Using a computer on the DUT network that is not running virus protection software.

5.7   Connecting a server, modem or other equipment to the DUT network without authorization from the ICT department.

6.   The DUT reserves the right to:

6.1   Monitor and control traffic on data lines owned or leased by it.
6.2   Maintain a list of forbidden sites and at its discretion will block access to these sites.
6.3   To restrict or otherwise control the use of any of the internet protocols.

7.   Email

7.1   The current email package used by DUT is the supported one and any other email software will not be supported.
7.2   DUT reserves the right to withdraw/delete any electronic communications which it deems to be in contradiction of this policy.
7.3   Users who inadvertently receive email intended for another recipient's address should redirect to the correct addressee if known. Such email should not be disseminated to any other person except the intended recipient.

8.   Software

8.1   All software protected by copyright shall not be copied except as specifically stipulated by the owner of the copyright (refer to DUT Copyright policy).
8.2   Users may not use unlicenced copies of software on DUT electronic resources. Unlicenced use of software is regarded as a serious matter and any such use is without the consent of the DUT and subject to disciplinary action.
8.3   The use of software owned by DUT should not be used for private purposes.