

INTERNET USE AND DIGITAL COMMUNICATIONS POLICY

Section	Information technology Services
Contact	Information Technology Services
Last Review	April 2013
Next Review	June 2016
Approval	SLT 13/07/136

Purpose:

To define protocols and expectations for Massey University staff, students and affiliates regarding appropriate Internet use and digital communications.

Policy:

Staff and Students are encouraged to use Internet and digital communication tools (see definition) to their fullest potential to enhance the scope, quality and innovation of teaching, learning, research and related activities at Massey University. Such activities using University provided infrastructure shall be in compliance with all associated policies.

In general:

- Personal use must not interfere with University business, invite solicitation, be associated with for-profit activity, or damage the reputation of the University.
- Staff right of access to University network services and accounts ceases on termination of employment.
- Access rights for affiliates (see definition) must be approved through a registration process under the authority of the Chief Information Officer (or delegate).
- The right of access to network accounts ceases where activity is in breach of University regulations or policy.
- Staff conducting University business that creates a legal liability or establishes a payment commitment, must do so through an auditable process, producing receipts that can be accessed, extracted and retained by the University.
- While not routinely monitoring the content of communications, the University reserves the right to monitor, capture and retain all communication across University provided infrastructure to assist with any operational, maintenance, auditing, security and investigative activities.
- The University does not guarantee transmitted communications are private. Users should operate on the assumption that all information can be forwarded, intercepted, printed and stored by others, and may be discovered by legal process.
- All University initiated information monitoring and capture is subject to a formal approval process requiring a logged and trackable request from a Head of Department, and subsequent approval from the Chief Information Officer (or delegate). Information disclosure to legitimate agencies as required by law may occur without prior notification to parties involved through the investigation. All information held by the University is governed by the principles of the New Zealand Privacy Act 1993.
- Where publicly accessible information presented under Massey branding has unclear ownership, it may be taken off-line under the authority of the Chief Information Officer (or delegate) until ownership and display rules have been clarified

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The University prohibits particular activities using the Internet and digital communications tools including, but not restricted to the following:

- The distribution of chain or “junk” communications
- Taking the identity of another person or entity to gain access to services, to create content, or to transmit information to a 3rd party.
- The distribution of harassing or unwanted and offensive material
- The representation of personal views as being those of the University
- The intentional creation or distribution of computer viruses
- The download or use of illegal or unlicensed material
- Intentional visits to internet areas containing pornographic, obscene or offensive content, without appropriate management authorisation
- Purposeful and unauthorised activity that has the effect to interfere with or disrupt the communication of others
- Engaging in any illegal activities, including but not restricted to activity such as: copyright infringement; defamation; offensive, obscene or discriminatory behaviour; and breach of privacy.
- Purposeful transmission of confidential or sensitive University information to unauthorised recipients
- Undertaking personal communications, which by nature have the potential to be considered contentious, argumentative or litigious under the umbrella of a Massey branded service or using an official University provided identity such as an email address.

Definitions:

Affiliates includes guests, visiting scholars and contractors working on university projects

Internet and Digital Communication Tools: this includes the World Wide Web along with a number of familiar communication channels such as email, instant messaging, videoconferencing, shared file spaces, the Stream environment, collaboration tools, chat rooms, email lists, peer to peer communications, telecommunications generally, and more.

Audience:

All internet and network users at Massey University, including staff, students, contractors, visitors and affiliates.

Relevant legislation:

Privacy Act 1993
Copyright Act 1994
Films Video and Publications Classification Act 1993

Legal compliance:

Privacy Act 1993

Email communications and web activity may be monitored from time to time to support operational, maintenance, auditing, security and investigative activities. The Privacy Act 1993 governs the collection and use of information held by the University for the purposes of its management and administration. Personal information held for these purposes must not be used for other purposes. Release of personal information otherwise than in accordance with the terms of the Privacy Act is strictly prohibited.

Copyright Act 1994

Email and the Internet make it very easy to copy the work of others. However, the Copyright Act 1994 makes it illegal to make or distribute copyright material without specific authorisation from the copyright owner. The University absolutely forbids the use of its computer and network facilities for a purpose which constitutes an infringement of copyright.

- No material is to be used without the written permission of the copyright owner.
- Copyright information is provided at the following intranet address: <http://copyright.massey.ac.nz/>

Note that the legal ownership of messages may not reside with the originator. For example, the ownership of intellectual property in the messages may rest with the University or other parties, depending on contracts, statutes and policies outside this document.

Films, Videos, and Publications Classification Act 1993

This Act classifies (i.e. censors) publications. It is illegal to possess, own, sell, hire, give or buy an objectionable publication. Therefore, users should not intentionally access, send or download objectionable material by Email or through the Internet.

Section 3 of the act states that material is "objectionable" if it describes, depicts, expresses, or otherwise deals with matters such as sex, horror, crime, cruelty, or violence in such a manner that the availability of the publication is likely to be injurious to the public good".

Related procedures / documents:

[Use and Access to Information Technology Systems Policy](#)
[Electronic Password Policy](#)
[Student Academic Integrity Policy](#)
[Intellectual Property Policy](#)

Document Management Control:

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