

Access to the Internet and RMIT network is provided by Information Technology Services to RMIT students, staff and departments for academic and administrative work for the benefit of the University. Users are required to abide by these rules.

The rules encourage responsible action and believe in the ability of adherents to exercise good judgement. Sanctions are severe (see below – Enforcement). The rules are consistent with existing University policies, regulations and statutes in areas such as: sexual harassment, racism, equal opportunity, freedom of information, discipline and misconduct.

Rules of Use of University IT Resources

Rules 1

A University login and password is not to be shared with family, friends and other persons or I.T.S. personnel. Login security is the responsibility of the person in whose name the account is in.

Rules 2

University resources are not for political statement except by bodies recognised through the University or by prior arrangement with the Information Technology Services Manager.

Rules 3

University resources are not to be wasted. The printing, transfer, storage and execution of inappropriate material, including pornography and games, are banned.

Rules 4

University resources are not for nuisance activity, intentional or unintentional. For example, users are not to consume excessive bandwidth, degrade system performance, violate personal privacy, subvert computer system or network services or introduce viruses.

Rules 5

University resources are not for commercial activity, including the carrying of advertising, except in the authorised commercial activities of the University. This is as per the AARNET agreement.

Rules 6

University resources are not to be bypassed. "... Services equivalent in functionality to the Supplier's Services must not be acquired from another provider." For example, news.rmit.edu.au is the only news server permitted on the RMIT network. This is as per the AARNET agreement.

Rules 7

No software requiring a license can be installed on any computer without the permission of the Information Technology Services Manager. Proof of license ownership must first be demonstrated.

Rules 8

All activities are to be legal by Viet Nam and International laws, AARNET and RMIT policy.

Further guidelines for the proper use of University IT resources

Rules 2, 3, 4, 8

Publication, correspondence and discussion over the University network and Internet may, in certain circumstances, be construed to be representative of the University's position.

- Users are not to publish political statement or opinion on behalf of the University or a University body without the consent of the university body.
- Users are not to publish private political statement.
- Users are not to defame any individual or organisation.
- Users are not to harass, abuse or otherwise seek to offend and discriminate.
- Users are not to transfer material which is likely to cause offence to potential recipients.

Users must abide by the Copyright Act and Trade Practices Act, particularly where these Acts apply to electronic publishing and provision of information. Users are not to publish material in circumstances where they have no control over its content, and which could result in their (RMIT) being liable.

Rules 2, 3, 4, 5, 8

The broadcast of email to large numbers of University accounts should occur only where: the message is an official University notification of relevance to the addressees; the recipients are members of a discussion group or other form of voluntary association; or the message is for the purposes of maintaining the effective operations of the electronic mail service.

Rules 3, 4, 8

The University network is a shared resource of finite capacity. Users should avoid publishing material which places unnecessary high demands on the network. The University reserves the right to remove material which causes undue load on facilities.

The University reserves the right to restrict the excessive use of bandwidth. Users should avoid transferring very large documents such as video and high resolution graphics over the network unless there is a need to do so.

Rules 3, 4, 8

Users are not to capture or monitor other users' activities, publications or correspondence, examine or tamper with other users' materials. Users are not to knowingly obtain unauthorised access to information, damage, delete, insert or otherwise alter data without permission.

NB: System Administrators employed by the University have the right and duty to take actions as required to ensure the proper running of the computer facilities in their charge.

Enforcement

Any member of staff at RMIT Vietnam may submit a recommendation to the Academic Registrar that IT services be denied to a user. The recommendation may be based on observed actions or as a result of a formal complaint. ITS, on confirmation from the Academic Registrar, will apply a penalty if the evidence shows a transgression of the IT Rules of Use occurred.

Penalties for breaking the IT Rules of use may include:

- The offender is denied access to IT services for 2 weeks
- An IT offence notice is included on the student's record.
- The offender is required to sign an agreement to abide by the IT Rules of Use before services resume.
- A serious or repeat case is referred to the Academic Registrar and a charge of General Misconduct is filed under Regulation 6.1.1 – Student Discipline.

ITS will, when appropriate, liaise with Viet Nam Authorities and when dealing with computer systems abuse.

Appeals

If an offender believes they did not break any of the IT Rules of Use, they may file an appeal with the Academic Registrar.