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# INFORMATION AND COMMUNICATIONS TECHNOLOGY POLICY

## 1. INFORMATION TECHNOLOGY POLICY AND RULES:

### 1.1 Forbidden Content Of Email/Internet Communications

Students may not use the Campus's Internet system in any way that may be seen as insulting, disruptive or offensive by other persons, or harmful to morale. Examples of forbidden transmissions include sexually-explicit messages, cartoon, or jokes, unwelcome propositions or love letters; ethnic or racial slurs; or any other message that can be construed to be harassment or disparagement of others based on, inter alia, their sex, race, sexual orientation, age, national origin, or religious or political beliefs. Violation of these guidelines will result in disciplinary action, up to and including serious disciplinary action.

### 1.2 Computer Use:

As a part of the physical and social learning infrastructure, HC Varsity acquires, develops, and maintains computer systems, software, and networks. These computing resources are intended for HC Varsity-related purposes, including direct and indirect support of the HC Varsity's instruction, research, and service missions; of HC Varsity administrative functions; of student and campus life activities; and of the free exchange of ideas among members of the HC Varsity community and between the HC Varsity community and the wider local, national, and world communities.

The rights of academic freedom and freedom of expression apply to the use of HC Varsity computing resources. So, too, however, do the responsibilities and limitations associated with those rights. The use of HC Varsity computing resources, like the use of any other HC Varsity-provided resource and like any other HC Varsity-related activity, is subject to the normal requirements of legal and ethical behaviour within the HC Varsity community. Thus, legitimate use of a computer, computer system, software, or network does not extend to whatever is technically possible. Although some limitations are built into computer operating systems, software and networks, those limitations are not the sole restrictions on what is permissible. Users must abide by all applicable restrictions, whether or not they are built into the operating system or network and whether or not they can be circumvented by technical means.

### 1.3 Applicability

This policy applies to all users of HC Varsity computing resources, whether affiliated with the HC Varsity or not, and to all uses of those resources, whether on campus or from remote locations. Additional policies may apply to specific computers, computer systems, or networks provided or operated by specific units of the HC Varsity or to uses within specific units. Consult the operators or managers of the specific computer, computer system, or network in which you are interested or the management of the unit for further information.

## 1.4 Policy

All users of HC Varsity's computing resources must:

- Comply with all South African and other applicable law; all generally applicable HC Varsity rules and policies; and all applicable contracts and licenses. Examples of such laws, rules, policies, contracts, and licenses include the laws of libel, privacy, copyright, trademark, obscenity, and child pornography; the Electronic Communications Privacy Act and the Computer Fraud and Abuse Act, which prohibit "hacking", "cracking", and similar activities; the HC Varsity's code of student conduct; the HC Varsity's sexual harassment policy; and all applicable software licenses. Users who engage in electronic communications with persons in other states or countries or on other systems or networks should be aware that they may also be subject to the laws of those other states and countries and the rules and policies of those other systems and networks. Users are responsible for ascertaining, understanding, and complying with the laws, rules, policies, contracts, and licenses applicable to their particular uses.
- Use only those computing resources that they are authorized to use and use them only in the manner and to the extent authorized. Ability to access computing resources does not, by itself, imply authorization to do so. Users are responsible for ascertaining what authorizations are necessary and for obtaining them before proceeding. HC Varsity requires all users to register their computer or other such device as authorization to access all associated systems and services. Computer accounts are automatically created for all registered students and staff and are available for full-time and adjunct faculty. Accounts and passwords may not, under any circumstances, be shared with, or used by, persons other than those to whom they have been assigned by the HC Varsity.
- Respect the privacy of other users and their accounts, regardless of whether those accounts are securely protected. Again, ability to access other persons' accounts does not, by itself, imply authorization to do so. Users are responsible for ascertaining what authorizations are necessary and for obtaining them before proceeding.
- Respect the finite capacity of those resources and limit use so as not to consume an unreasonable amount of those resources or to interfere unreasonably with the activity of other users. The HC Varsity does place limits on the amount of email and file storage. However, there is no set bandwidth, CPU time, or other limit applicable to all uses of HC Varsity computing resources, HC Varsity may require users of those resources to limit or refrain from specific uses in accordance with this principle. The reasonableness of any particular use will be judged in the context of all of the relevant circumstances.
- Refrain from using those resources for personal commercial purposes or for personal financial or other gain. Personal use of HC Varsity computing resources for other purposes is permitted when it does not consume a significant amount of those resources, does not interfere with the performance of the user's job or other HC Varsity responsibilities, and is otherwise in compliance with this policy. Further limits may be imposed upon personal use in accordance with normal supervisory procedures.

- Refrain from stating or implying that they speak on behalf of the HC Varsity and from using HC Varsity trademarks and logos without authorization to do so. Affiliation with the HC Varsity does not, by itself, imply authorization to speak on behalf of the HC Varsity. Authorization to use HC Varsity trademarks and logos on HC Varsity computing resources may be granted only by the Communications Department as appropriate. The use of suitable disclaimers is encouraged.
- Refrain from copying software or other copyrighted materials, unless specifically authorized to do so by the owners of those files. Users must comply with all licensing agreements for software installed on HC Varsity-owned computers. HC Varsity does not permit and will not tolerate the use of software that has been copied or installed in violation of copyright or license agreement. Any software found to be in violation of copyright law will be removed from the computer immediately.

### **1.5 Usage of the HC Varsity Learner Management System (LMS):**

**Purpose:** The purpose of this application is to allow you to communicate with each other and see what activities are available for the modules you are doing

- Communication through the LMS is purely for the sharing and distribution of course information and for the course you are attending. The LMS system may not be used for as a platform for personal communication.
- The information uploaded is provided for your benefit and distribution is strictly prohibited.
- The safety and security of your login details is your responsibility. You may not share your login details nor allow anyone else to make use of it.

Misuse of the LMS will result in a disciplinary action and could result in expulsion.

### **1.6 Enforcement**

Users who violate this policy may be denied access to HC Varsity computing resources and may be subject to other penalties and disciplinary action, both within and outside of the HC Varsity. Violations will normally be handled through the HC Varsity disciplinary procedures applicable to the relevant user. However, HC Varsity may temporarily suspend or block access to an account, prior to the initiation or completion of such procedures, when it reasonably appears necessary to do so in order to protect the integrity, security, or functionality of HC Varsity or other computing resources or to protect HC Varsity from liability. HC Varsity may also refer suspected violations of applicable law to appropriate law enforcement agencies.