VAAL UNIVERSITY OF TECHNOLOGY

ELECTRONIC COMMUNICATIONS POLICY (ECP) AND PROCEDURE:

THE USE OF THE INTERNET, INTRANET & E-MAIL VIA THE

VAAL UNIVERSITY OF TECHNOLOGY'S NETWORK

The policy must be co-ordinated with other policies such as:

- Security practices
- Pre-publication
- Confidentiality
- Disclaimers/publication of the institution

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1.   PURPOSE

In keeping with the University's commitment to utilizing technology in teaching and learning, the purpose of this policy is to provide direction in the appropriate use of the Internet, Intranet and Electronic Mail Facilities via the Vaal University of Technology's Network.

2.   TERMINOLOGY

2.1   Internet

An international computer network of networks that connect government, academic, business institutions and individuals. Internet networks communicate using TCP/IP. The internet connects colleges, universities, military organizations and contractors, corporations government research laboratories, and individuals. Used as a descriptive term, an internet is a collection of interconnected packet-switching networks. Any time you connect two or more networks together, you have an internet as in inter-national or inter-state.

This global information network provides a unique means of communication and offers a variety of applications to its users. Of these, the media would be physically involved in the following: electronic mail (e-mail file downloading, usernet newsgroups, internet chat, world wide web, internet voice telephony services and electronic publications.

3.8   Intranet

A private network that uses Internet-related technologies to provide services within an organization.

3.9   VUT

The electronic messaging/ information system used by VUT community.

2.4   E-Mail (Electronic mail)

Messages, usually text, sent from one person to another via computer. E-mail can also be sent automatically to a large number of addresses (mailing list).

2.5   Network

Anytime two or more computers are connected together so that they can share resources, you can have a computer network. These resources involve the hardware including (but not limited to) copper and fibre optic cabling, hubs, switches, bridges, repeaters, routers and network cards, as well as the software, including (but not limited to) network operating systems and associated transmission protocols.

2.6   Network capacity

The quantitative dimensions by which networks are measured.

2.7   Chain letters

Chain letters are defined as having one or both of the following attributes:
- Encourages the re-sending or forwarding of messages
- Is not related to VUT business

2.8   Spam

To send a message (usually on advertisemail) to many discussion groups (bulletin boards or newsgroups) without its topical relevance.
Service providers should be able to prevent spammers from using the property of others for their own purposes. If spamming causes damage or a pure economic loss as a result of a denial of service, a delictual claim for patrimonial loss could be instituted against the spammer.

2.9   Authorised use

Is use consistent with the education and service mission of VUT.

2.10   Authorised users

All registered users of the Internet, Intranet and E-mail Facilities via Vaal University of Technology's Network.

3.   THE POLICY

VUT monitors all electronic systems including, exchange and access to the Internet and Intranet

The purpose of the policy is to identify acceptable use of the Internet, Intranet and Electronic Mail Facilities via the Vaal University of Technology's Network.

It intends to allow for:

- To protect the Institution by reducing potential legal liability in respect of claim by employees or third parties.
- To protect proprietary of confidendial business information from unauthorized accessor disclosure to third parties.
- To educate employees in the proper use of e-mail, internet and create an awareness of the risks that are associated with conducting business using electronic communications in an on-line environment.
- Endeavour to prevent vicarious liability for employee's actions.
- To prevent losses (e.g. of data or other proprietary information).
- the use of the above mentioned facilities within the legal parameters set.

All authorised users are required that the Internet, Intranet and Electronic Mail Facilities via the Vaal University of Technology's Network must be used responsible and within legal parameters.

This includes but is not limited to:

- Intentional harassment of other users (threaten, stalk or sending of unwanted e-mails)
- Intentional destruction of, or damage to equipment, software or other data belonging to VUT
- Intentional disruption of unauthorised monitoring of electronic communications
- Unauthorised copying of copyrighted material
- Carrying any obscene, defamatory or discriminatory material
- Violating terms that are made intentionally with a view to cause someone harm.

The use of the Internet, Intranet and Electronic Mail Facilities via the Vaal University of Technology's Network is extended to members of the University community to help them meet the objectives of their job-related tasks, research and studies.

Authorised users are responsible to:

- respect and value the rights to privacy
- recognise and respect the diversity of the population and general opinion of the Vaal University of Technology community.

Vaal University of Technology makes no warranty, expressed or implied, regarding the Internet, Intranet and Electronic Mail Facilities offered via the Vaal University of Technology's Network for any particular purpose. The Internet, Intranet and Electronic Mail Facilities via the Vaal University of Technology's Network will be designed to serve the broad base of authorised users in the University community, but cannot be expected to fulfill every specialised need.

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All use of and access to the Internet, Intranet and Electronic Mail Facilities via the Vaal University of Technology's Network should comply with all applicable legislation and common law principles.

Vaal University of Technology has the right to revoke the privilege of using the Internet, Intranet and Electronic Mail Facilities via the Vaal University of Technology's Network at any time. For reasons such as:

- posting false or embarrassing information on the system
- using inappropriate language
- sending messages that are likely to result in the loss of recipient's data or accessability to data or system
- carries defamatory, discriminatory or obscene material
- carries secually expliat messages, images, cartoons or jokes
- carries religious or racial slurs
- is used in connection with any infringement or another person's (whether natural of juristic) intellectual property rights (e.g. copyright)
- may be seen to be insulting, disruptive, offensive to other employees harmful to institutional morale
- is used in connection with any attempt to penetrate the computer network or network security, or other companies computer systems, or to gain, unauthorized access to any other persons' computer or e-mail.

Appropriate use of the Internet, Intranet and Electronic Mail Facilities via the Vaal University of Technology's Network should always be legal, ethical and should reflect academic honesty. Vaal University of Technology reserves the right to monitor employees' access to and use of the Internet, Intranet and Electronic Mail Facilities via the Vaal University of Technology's Network, within the parameters of the country's laws. Unauthorised usage may lead to disciplinary actions and in severe cases even dismissal.

E-mail is a tool for electronic communication, and is an asset of Vaal University of Technology. The purpose of e-mail via the Vaal University of Technology's Network is to provide authorised users with a mechanism to speed up communication, share information (job related) in order to improve the effectiveness of all employees.

Users should target their e-mailed information sent via Vaal University of Technology's Network carefully in order not to annoy other users. Attachments should be limited to important information only. Subject fields should be filled in at all times.
Usage of the Internet, Intranet and Electronic Mail Facilities via the Vaal University of Technology's Network should demonstrate respect for intellectual property, ownership of data, system security mechanism and individual rights to privacy and ease from intimidation and harassment.

4.   SECURITY

To ensure the security and confidentiality of information stored on an authorised user's computer system, the following is expected of the user:

- Computer passwords and other types of authorisation are assigned to individual users and should not be shared with others
- The user should select an obscure password and change it frequently
- The user should take steps to avoid computer viruses and other destructive computer programs to be loaded or spread on or from their individual machines.

5.   VIOLATION OF THE INTERNET, INTRANET AND ELECTRONIC MAIL FACILITIES VIA THE VAAL UNIVERSITY OF TECHNOLOGY'S NETWORK

Violating the Electronic Mail Facilities via the Vaal University of Technology's Network

- Use computer resources to send large amounts of email to an internal or external system/s (Spamming)
- Send chain email to other users from your machine
- Send unwanted and repeated communication or letters by email
- Deliberately send email containing viruses of any type to someone's address in an effort to disable their email capabilities
- Use email to threaten or harass another user/s
- Send communication by e-mail which is motivated to cause propaganda for war, incitement for imminent violence, or advocacy of hatred that is based on race, ethnicity, gender or religion and that constitutes incitement to cause harm.

Post any form of communication on "hate speech" regarding a group's race, ethnicity, religion, gender, political belief or sexual orientation

Violating the Internet and Intranet Facilities via the Vaal University of Technology's Network

- You may not use the Internet and Intranet Facilities via the Vaal University of Technology's Network to breach security of any computer system
- Authorised users may not attempt to gain access codes or network identification passwords of other users
- Use the Internet, Intranet Facilities via the Vaal University of Technology's Network for non-Vaal University of Technology related activities that unduly increase the network load (e.g. chain mail, spamming, internet surfing for non job related activities)
- Violate the computer system security
- Use the Internet and Intranet Facilities via the Vaal University of Technology's Network for non-job related activities (internet usage for hobbies, relaxation, social and other interests, pornography etc.)

- Use of the Internet and Intranet Facilities via the Vaal University of Technology's Network for private business purposes unrelated to the mission of Vaal University of Technology
- Academic dishonesty
- Violation of software license agreements
- Infringement of another user's privacy
- Violation of the usage of this asset will not be tolerated
- Inacurate information suffered as a result of either intentional or negligent mis-statements in the form of a factual misrepresentation or of advice
- Infringe another's copyright.

6. PRIVACY, UNAUTHORISED ACCESS, REPRODUCTION OR USE OF RESOURCES OF OTHERS

You may not run or otherwise configure software or hardware to intentionally allow access by unauthorised users.

When you cease being a member of the Vaal University of Technology campus community, or if you are assigned a new position and or responsibilities within Vaal University of Technology, your access authorisation to the Vaal University of Technology's Network must be reviewed. You are only allowed to use the facilities, access codes, privileges or information for which you are authorised.

Staff members may not:
- Make copies of copyrighted material via Vaal University of Technology's Network (software, graphic images, research material etc.)
- Use resources to gain access to another users passwords
- Use resources to gain personal information (academic records, financial records etc) about an individual without their permission.
- Vaal University of Technology wishes to honour the authorised users' privacy therefore scanning messages for viruses would not be considered on infringement of privacy.
- Authorised users must recognise that Vaal University of Technology's computer systems and networks are public and subject to the Promotion of Access to Information Act 2 of 2000.
- Users must be aware that they access and utilise the systems at their own risk.
- Monitoring of usage is in accordance to bandwidth.
- Store e-mail messages on the e-mail server.

Simply being able to access a file or other information that is the property of others, doesn't imply permission to do so.

7.   ACCESS TO PERSONAL COMPUTERS BY TECHNICAL STAFF

Vaal University of Technology's computer services staff may not access or facilitate access to information on personal computers to someone other than the person to whom a personal computer is assigned. This includes but is not limited to:

- An individual's e-mail or e-mail files stored on the University's network
- Networked traffic to and from Vaal University of Technology-owned computers, be it personal computers or networked computers.

Vaal University of Technology undertakes not to disclose personally identifiable information about its authorised users to any third party without first receiving that authorised user's permission, unless it is necessary when called upon to defend its position or institute legal proceedings to protect or enforce its or another employees right.

Access may be granted if the technician has:

- Written permission from the individual to whom the computer is assigned
- Has reasonable belief that materials on the computer will cause significant system or network degradation
- Receives written authorisation from the line manager, for situations where there is reasonable belief that the authorised user is involved in violations of the Vaal University of Technology's policies.
- Receives a written request from the Director/Senior Director/Executive Director/Dean or Vice-Rector of the department to access the account of the authorised user who is deceased, terminated or is otherwise incapacitated for the purposes of retrieving material critical to the operation of the department
- Receives a legal court order.

In such events, stored files and e-mails can be stored to ensure a lasting document for reference purposes.

Vaal University of Technology reserves the right to change the policy in response to altered or unanticipated circumstances.

VAAL UNIVERSITY OF TECHNOLOGY

PC GUIDELINES

Usage of Vaal University of Technology (VUT) resources is restricted to Business usage.

VUT has all rights to audit usage and content.

All messages and documents sent, received and stored are treated as VUT owned Business Information.

RESOURCES	RESTRICTED TO BUSINESS USAGE
Personal computer	• No games or screen savers to be installed • Protect the asset • It is your tool, take care of it as any other critical tool for performing your job • No pirate software/operational systems
E-mail	• No chain letters, jokes or advertisements • No defamatory, obscene, offensive or harassing messages and material • Don't routinely forward message to large distribution list unless you have business needs to do so
Internet	• All accesses are logged and reviewed and be work related • Do not download screen saver, bitmap pictures • E-mail should not express Company opinion without approval of Corporate Affairs • Act very carefully in downloading programs, files, attachments • Internet mail is not secure enough to use it for exchanging confidential or personal information
Non Standard Software	• Valid licence must exist • No support will be given by IT Services
SECURITY	**YOU ARE KEY TO SECURITY**
Virus	• Only VUT licensed anti-virus software may be utilised • Act carefully • User's responsibility to upgrade latest version and updates • Contact IT Services in case of doubt

Access control	• Protect confidentiality of your password • Have 'hard to guess' 'easy to remember' password • Do not give, write or store electronically your password • Do not share your password • Do report any suspicious activity
Security incidents	• Must be reported immediately to IT Services
Screen saver	• Activate password protection
DATA PROTECTION	**YOU ARE RESPONSIBLE FOR YOUR DATA PROTECTION**
Confidentiality	• Classify according to Confidentiality • Protect according to sensitivity • Safest places are your personal share on the server, or a stiffy • Files can be password protected • Don't store confidential information on the hard drive of your Laptop • Check who has access to your e-mail, your hard drive (if shared)
Back up	• Regularly back up of data is the user's responsibility • Important files may be stored on the server on user's request
Record retention	• Organize your filing • Regularly delete documents / E-mail which have exceeded record retention period

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