


| | | | |
|--|---|--------------------|-------------------|
|  Telford Rural Polytechnic <i>Te Whare Wanaka O Puerua</i> | | Ref No. | 3 - 09 |
| | | Version No. | 3 |
| | | Date Issued | 1 March 08 |
| Title | COMPUTER REGULATIONS | | |
| Responsibility | Director, Finance and Administration | | |

1. PURPOSE

To promote the availability, functionality and integrity of Telford's information systems at all times.

2. APPLICATION

This Policy and Procedure applies to all users of Telford computing resources and services.

3. DEFINITIONS

Nil.

4. STATUTORY OBLIGATIONS

This Policy and Procedure complies with the relevant provisions of the:

- Telecommunications Act 1987 and its Amendments
- Copyright Act 1994
- Privacy Act 1993
- Intelligence and Security Committee Act 1996

5. POLICY

Computer Systems

- 5.1 No user of a Telford computer system should, without proper authority:
- Gain access or attempt to gain access to the system;
 - Obtain, or attempt to obtain, any data and/or software on the system;
 - Modify or attempt to modify data and/or software on the system;
 - Delete or attempt to delete any data and/or software on the system;
 - Modify or attempt to modify, the hardware configuration of any system;
 - Violate or attempt to violate the security of the system;
 - Take into a computer room, or consume in a computer room, food or drink except for "sipper bottles";
 - Move any piece of equipment from its registered place of domicile;
 - Use a system for anything other than the business of Telford.
- 5.2 No person shall use, or attempt to use, any system outside his or her delegated authority.
- 5.3 No person shall use, or attempt to use, any system for an illegal or improper purpose.

Proprietary Software

- 5.4 No student or staff member of Telford, or any other user shall, without proper authority:
- Use or hold copies of proprietary software licensed to Telford;
 - Make proprietary software licensed to Telford available for use on any other individual's or organization's computers;

- Copy or reproduce documentation or other supporting literature without having taken cognisance of the laws pertaining to copyright or agreements made with licensors or their agents;
- Identify proprietary software in any publication without including full and accurate identification of the licensor and the software;
- Use any system or proprietary software on Telford computers that is not licensed by Telford;
- Use any non-standard hardware on Telford systems without the approval of the IT Manager.

Computer Usage

- 5.5 No person shall use Telford's computing and networking facilities for the transmission of objectionable material as defined by the Films, Videos, and Publications Classification Act 1993 including, but not limited to:
- Pornography
 - Articles that promote crime or violence, or incite or instruct in matters of crime or violence
 - Articles that describe or depict material in a manner, or of a nature, that is likely to cause offence to a reasonable adult
- 5.6 No person shall use Telford's computing and networking facilities to libel, slander, or harass any other person.
- 5.7 No person shall engage in any activities that involve the wilful wasting of computing and networking facilities resources.
- 5.8 No person shall engage in inappropriate use of Telford's computing and networking facilities including, but not limited to, computer hacking.

Security

- 5.9 There are varying levels of security needed in order to operate the Telford computer network safely. No user should attempt to gain access beyond his or her allocated security authorisation, or compromise security on other systems to which the Polytechnic is committed.

Breaches of Computing Regulations

- 5.10 Any breach of these regulations may lead to disciplinary action being taken and/or loss of user rights.

7. RECORD MANAGEMENT

Nil.

8. ASSOCIATED DOCUMENTS

Nil.

| REVISION HISTORY | | | |
|-------------------------|------------------------------|---------------------|-----------------------|
| Version | Description of Change | Author | Effective Date |
| 1 | New document. | External Consultant | April 2004 |
| 2 | Triennial review. | QMS Team | June 2006 |

| | | | |
|---|---|-----------------------------|--------------|
| 3 | Alignment of the QMS with actual practices at Telford in response to the ITPQuality Audit Report, April 2007. Clauses 4.5, 4.6, 4.7, 5.3 deleted from version 2. Reference to TRP Code of Practice for Computing deleted. Clauses 5.5-5.9 added to version 3. Clause 8 added, clause 5.8 deleted. Minor editing and reformatting. | QMS Policy Review Committee | 1 March 2008 |
|---|---|-----------------------------|--------------|