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## Information Systems Statute

### ITS Policy Group

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#### 1 Purpose

Victoria University of Wellington's network and information systems are provided to promote teaching, learning, and research and to assist with the administration of the University. Users have a responsibility not to abuse these facilities and to respect the rights of others using the information systems. This statute provides a framework for the use of the network and information systems and breaches of this statute are breaches of the [Student Conduct Statute](#) and the [Conduct Policy](#).

#### 2 Organisational Scope

This statute is University Wide. It applies to all users of the University's Information Systems and equipment connected to the network on campus.

#### 3 Definitions

For purposes of this statute, unless otherwise stated, the following definitions shall apply:

Disciplinary Appeals Committee:	A committee of the University Council with approved Terms of Reference.
Information Systems:	Any computer system and its peripherals owned or administered by the University, together with any associated electronic or optical data storage systems; and Any communication devices or network intended for the transfer of information whether on University campuses or to which Users have access through University facilities, including the Internet.
Internet Facilities	Includes electronic mail, World Wide Web, newsgroups, file transfer protocols, and remote login.
Member of the University Community:	Includes all students, all staff of the University, the VUW Foundation and Victoria Link Limited, Council Members, persons on contract to the University, visiting scholars, guest speakers, visiting students, students involved in a twinning programme, emeritus professors, Hall residents, or persons providing services to the University.

System Owner:	In relation to any Information System means the person authorised by the University to control it, or in the case of Information Systems which are not controlled and operated by this University but may be accessed from campus networks, the Director of Information Technology Services.
University:	Victoria University of Wellington.
User:	Anyone using the Information Systems who is a member of the University community or any other person authorised to use any Information System.

## 4 Statute Content and Guidelines

### 4.1 Requirements of Users

- (a) Information Systems must be used by the User in accordance with the purpose and goals of the University, including approved academic programmes.
- (b) The User is required to conform to such policies as the Academic Board or the Vice Chancellor may from time to time approve for the use of Information Systems.
- (c) The User must comply with the University's [Student Conduct Statute](#), the [Conduct Policy](#), and New Zealand Law and Regulations including those concerned with copyright, privacy, defamation, objectionable material, and human rights.
- (d) The User is required to take all reasonable precautions to maintain the integrity of passwords and any other security mechanisms. It is the responsibility of the User to maintain the security of their password. If for any reason the password becomes insecure or potentially insecure, the User must notify Information Technology Services immediately, and as soon as is practicable, implement a new secure password.
- (e) The User is responsible for all activity associated with their account, including any costs incurred. The user must take reasonable care to ensure their account is not used by any other party.
- (f) The User shall not cause costs to be incurred:
  - (i) by the University without proper authority; or
  - (ii) by any person or organisation without the consent of that person or organisation.
- (g) The User shall not, without proper authorisation:
  - (i) use or attempt to use any Information Systems; or
  - (ii) do anything which damages, restricts, jeopardises, impairs or undermines the performance, usability or accessibility of any Information System, systems programs, or other stored information or data; or
  - (iii) access, read, alter, delete, or in any other way interfere with, any information, data or files (including electronic mail) held by another person, or attempt to do any of these things, regardless of whether the operating system of the computer permits these acts.
- (h) The User shall not assist, encourage, or conceal any unauthorised use, or attempt any unauthorised use, of any Information System.

- (i) The User shall not misrepresent or conceal the User's identity.
- (j) The User must comply with the terms of all software licence agreements for software loaded on to any Information System. This includes any activities relating to copying, modification, or distribution of proprietary software.
- (k) The User must comply with the terms of all software licence agreements between the University and any third party that governs the use of University licensed software, when loading that software onto devices not owned by the University.
- (l) The User must comply with the University's licenses for use of print and electronic material, video (broadcast and cable), and music. Except as allowed for under the terms of those licenses and the "permitted use" provisions of the relevant NZ statutes, the User is not authorised to make copies or derivative works of material owned by a third party.
- (m) The User of Internet facilities must:
  - (i) not access or attempt to access facilities or services accessible via any network without proper authority;
  - (ii) conform to requirements for the use of an Information System accessed over the Internet established by the System Owner of that facility;
  - (iii) observe Internet etiquette and protocols at all times; and
  - (iv) take reasonable care to prevent security breaches to Information Systems including contamination by and transmission of computer viruses.
- (n) On-line communications published on the World Wide Web on behalf of the University, or using Information Systems, must:
  - (i) not mislead or deceive;
  - (ii) not breach the [Copyright Act 1994](#) or the [Copyright Act 1994 amendments](#);
  - (iii) not promote the personal commercial interests, or political or religious views of the User or their friends or family in such a manner that they appear to have the endorsement of the University;
  - (iv) conform to [policies](#) approved by the Academic Board or the Vice Chancellor on World Wide Web publication.
- (o) Information that is of a personal nature and unrelated to studies at the University and/or employment with the University may not be published on-line.
- (p) Use of any University Information System by non-Users is explicitly denied.

#### **4.2 Compliance**

- (a) The University may monitor the activities of the User and inspect files and other user information for the purpose of ensuring that the provisions of this statute and any approved policies are being met. The University is required to respect the rights of the User to privacy of information and to avoid any unnecessary disruption to the legitimate activities of the User.
- (b) Where the System Owner believes on reasonable grounds that the User has breached the provisions of this statute or an approved policy, they may:
  - (i) exclude the User from the Information Systems pending investigation of the alleged breach. Exclusion of a student from the Information Systems for more

than one day when the student is using the Information Systems for course work shall be reported to the Head of School involved as soon as possible;

- (ii) remove offending material;
  - (iii) take such other immediate action as they deem fit.
- (c) The System Owner must within two working days of making a decision under clause 4.2 (b) (i) and (iii) advise the Director of Information Technology Services of the decision and provide both the Director of Information Technology Services and the affected User with a written statement of the reasons. The Director of Information Technology Services shall review the decision and shall confirm it or modify, suspend or terminate it as he or she thinks fit.
- (d) Where the System Owner is the Director of Information Technology Services, the Director of Information Technology Services must within two working days of making a decision under clause 4.2 (b) (i) and (iii) advise the Pro Vice Chancellor IT of the decision and provide both the Pro Vice Chancellor IT and the affected User with a written statement of the reasons. The Pro Vice Chancellor IT shall review the decision and shall confirm it or modify, suspend or terminate it as he or she thinks fit.
- (e) A student affected by a decision under clauses 4.2 (b), 4.2 (c) or 4.2 (d) may appeal that decision. The complainant or respondent may petition the Disciplinary Appeals Committee to review or hear an appeal against an earlier formal resolution made under section 4.1 of this statute, by giving notice in writing to the Secretary to the Disciplinary Appeals Committee within four weeks of being notified of the formal resolution.
- (f) In all events, the decisions of the Disciplinary Appeals Committee shall be final and binding.

*Note: Policies approved by the Academic Board or the Vice Chancellor pursuant to this statute are available from the ITS Helpdesk and on the University's Website. Policies approved by the Vice Chancellor pursuant to this statute will also be notified to the Academic Board. Further information can be found at <https://intranet.victoria.ac.nz/its>.*

## 5 Legislative Compliance

The University is required to manage its policy documentation within a legislative framework. The legislation directing this statute are:

[Copyright Act 1994](#)

[Defamation Act 1992](#)

[Films, Videos, and Publications Act 1993](#)

[Human Rights Act 1993](#)

[Privacy Act](#)

## 6 References

[Student Conduct Statute](#)

[Conduct Policy](#)

[Web Publishing Policy](#)

Previous Version: [archived InformationSystemsStatute 20071210.pdf](#)

**7 Appendices**

None

**8 Approval Agency**

University Council

**9 Approval Dates**

This statute was originally approved on:	c.1995
This version was approved on:	29 June 2007
This version takes effect from:	11 December 2007
This statute will be reviewed by:	11 December 2010

**10 Statute Sponsor**

Director Information Technology Services

**11 Contact Person**

The following person may be approached on a routine basis in relation to this statute:

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