Information Technology Services Policy and Procedures

Internet Related Technology

Policy No:
Responsibility: Director, Information Technology Services
Date approved:
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1.0   Overview

The University recognises that the Internet is an essential tool in a
modern university and as such the use of the Internet shall be treated as
any other academic privilege given to staff or students. All internet users of the
university must be aware that browsing certain sites or downloading files is
prohibited and could result in disciplinary actions.

This Policy provides all university students, employees, visitors and consultants
with guidelines about the appropriate use of USP's computing equipment,
network and Internet access.

2.0   Policy

2.1 The Internet is an open system and as such, all transmissions, receptions,
and any other data flows across the Internet are not in the private domain,
cannot be construed as personal communication and thus are not subject to any
privacy or protection laws related to such communication.

2.2 The use of Internet resources should directly support the academic,
teaching, learning, research, administration and community service activities of
the University. Internet resources are taken to include, but are not limited to, the
creation, retrieval and sending of data of any kind including e-mail, web pages,
software, graphics, databases, and other data sets as well as the publishing of
web documents.

2.3 Internet access for individual staff members and students is based on the
approval of the relevant head of Faculties or Section. This approval may be
withdrawn under the advice of Information Technology Services (ITS), the
Communications and Information Technology Committee (CITC) or other
University managers.

2.4 The use of the Internet for purposes other than those directly or indirectly
associated with work, study and research activities in pursuance of the
objectives of the University is prohibited. A breach of this provision may lead to
the suspension of privileges and/or disciplinary action.

2.5 Any breach of local or international laws by any user of Internet services
through University facilities may be subject to immediate suspension of Internet
privileges and/or disciplinary action. Local law is defined as the laws of the
country in which the user is operating.

2.6 Education, discussion, reasoning, and peer pressure will be the primary tools of ITS, CITC, and University Management to ensure effective use of the Internet by all users.

2.7 The University reserves the right to implement Internet monitoring software to ensure effective Internet use.

3.0. Internet Quota and Accounts

3.1. Internet quota has been assigned to all University staff and students for maintained control of load to ensure the efficiency of our internet speed and continued service.

3..2. Websites and internet resources, as stipulated in Section 2.2, and approved by IT Services, will be exempt from the Internet Quota Management System; hence neither staff nor students will be charged. Such requests can be sent in to IT Services for processing and approval.

3.3. Current staff allocations are as follows:

   3.3.1. All staff members of the University have been allocated a maximum of 3 Gigabyte (3048 Megabytes) per month. Once fully exhausted, staff members will not be able to use any internet services till their quota is allocated in the new month. The above rule does not however affect the University local intranet services.

   3.3.2. A notification will be sent once a user has reached the 2.25 Gigabyte quota informing users of their usage. IT Services will also monitor the content of those that exceed this quota to ensure Section 3.1 of this policy is followed.

   3.3.3. If a staff member deems that their usage may exceed the given allocation in Section3.3.1, they may apply for added quota with IT Services. Approval by the IT Services will be based on the recommendation from the Department Head.

   3.3.4. ITS will shut down internet for staff once they have reached the Cap of 3.0 Gigabyte.

3.4. Current student allocations are as follows:

   3.4.1. Students have been provided quota based on level of study and these are given below:

   • Undergraduate Students - 800 Megabyte

   • Post-Graduate Students -1200Megabyte

   • PhD Students   - 2 Gigabyte

   3.4.2. Once students have exhausted their internet quota, their internet speeds are throttled down to 128 kbps. Quota cards are then available for internet quota top-ups at a cost.

3.5. All staff accounts are created by the Human Resources section. Upon creation of these accounts, internet quota is automatically assigned to a staff member to ensure usage is specifically tied to an individual.

3.6. Temporary visitor accounts will only be subject to internet quota pending the

upload of information via the Human Resources Department. No internet quota will be allocated to generic accounts as these accounts will have a large number of users.

4.0 User Compliance & Penalties

Student, employees, visitors and consultants may be held personally liable for damages caused by any violation of this policy.

All terms and conditions stated in this document are applicable to all users of USP's network and Internet connection.

All terms and conditions stated in this document reflect an agreement of all parties and should be governed and interpreted in accordance with the policy and procedures mentioned above.

Any user violating this policy is subject to disciplinary actions deemed appropriate by the Director ITS including suspension of internet and computing privileges.