

# Internet Usage Policy

Last Modified	September 2020
Review Date	September 2021
Approval Authority	Executive Director ±Planning, Finance & ITS
Contact Officer	Security Analyst, ITS ±Planning, Finance & ITS

## Introduction

This policy defines what the University considers appropriate usage of the internet and how access to the internet will be managed and monitored.

## Definitions

**Firewall** ±a network security system, either hardware or software-based, that controls incoming and outgoing network traffic based on a set of rules.

**Inappropriate material** ±material which could reasonably be described as unsuitable or offensive having regard to the nature of the particular workplace, as determined by the Senior Management Team (SMT).

**Infringing file sharing** ±as defined in Section [122A](#) of the [Copyright Act 1994 \(New Zealand Legislation website\)](#)

## Policy

The management of internet access as noted in this policy and the [IT Policy Framework \(PDF, 304KB\)](#) is intended to

- promote a harmonious workplace,
- manage the costs of the provision of the internet service,
- ensure the University complies with relevant New Zealand legislation, and
- prevent the University from becoming the subject of an external investigation.

The [IT Policy Framework \(PDF, 304KB\)](#) is the core document that describes the ways that information technology (IT) resources may or may not be used at the University. It should be referred to alongside this policy.

Students, staff (including adjunct appointments), and visitors are provided with facilities and equipment to allow them to access the internet for legitimate University work, study, and research related activities. The access quota available to each user has been determined by the University to be sufficient for the needs of the user. Further information for students is available at [Charges and Allowances \(University IT website\)](#).

A reasonable amount of non-work related activity is acceptable; this must not interfere with work related activities.

If a website containing inappropriate or objectionable material is inadvertently opened the website must be immediately exited.

Access to the internet is open, subject to the following restrictions:

Access to objectionable material is prohibited . Where the accessing of objectionable material is required for research purposes, the formal written approval of the appropriate [Ethics committee \(University Humai79W103\(f2 0 595.38 841.98 re W\\* n BT /F4](#)





Document History and Version Control Table			
Version	Action	Approval Authority	Action Date
For document history and versioning prior to 2013 contact <a href="mailto:ucpolicy@canterbury.ac.nz">ucpolicy@canterbury.ac.nz</a>			
1.00	Document drafted and approved.	Director, Learning Resources	July 2016
2.00	Scheduled review by Contact Officer, minor changes	Executive Director, Learning Resources	August 2017
3.00	Scheduled review by Contact Officer	Policy Unit	Sep 2019
4.00	Schedule review, no changes to substantive content.	Policy Unit	Sep 2020

This policy remains in force until it is X S G D W H G.