THE UNIVERSITY OF SYDNEY

Acceptable Use of ICT Resources Policy 2025

About this document

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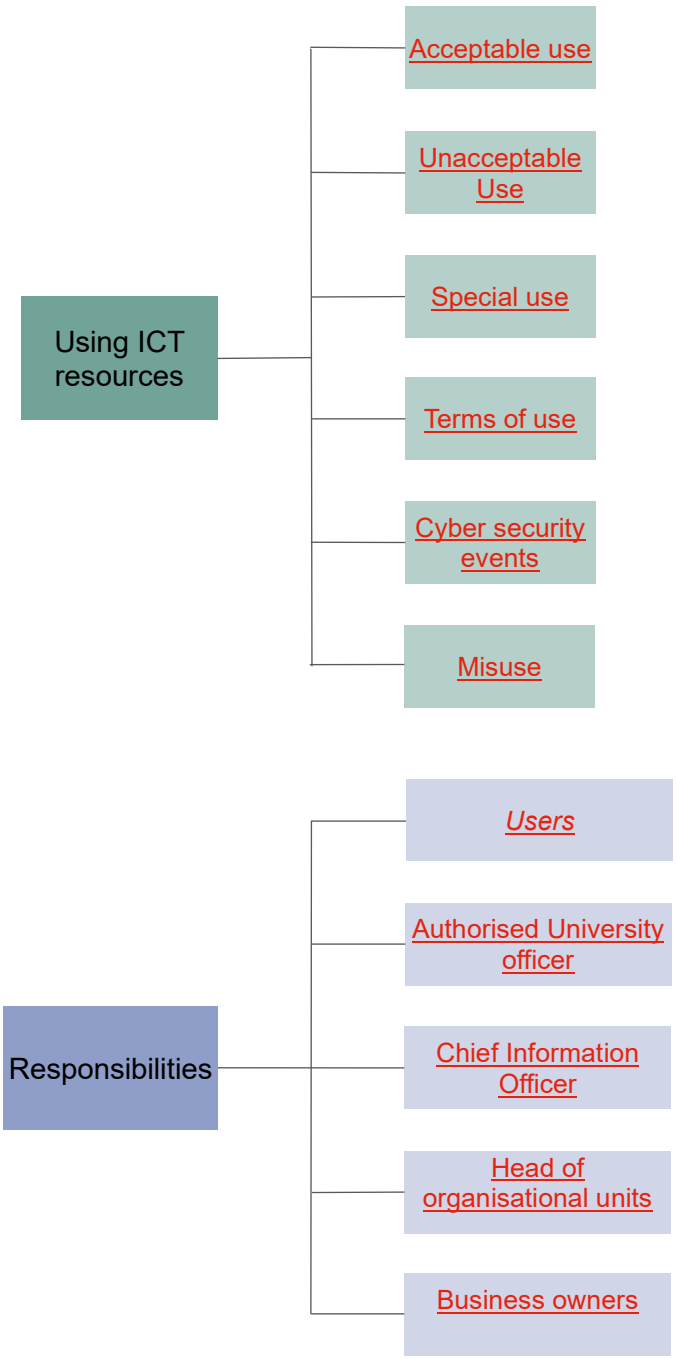

Part 1 Purpose and application

1.1 Purpose

(1) This Policy explains:

(a) the principles for using our ICT resources in a legal, ethical, and responsible manner;

(b) which uses of our ICT resources are acceptable;

(c) the conditions that limit acceptable use;

(d) which uses of our ICT resources are prohibited; and

(e) the consequences of misuse.

(2) This Policy establishes:

(a) compliance requirements for users of our ICT resources; and

(b) requirements for reporting cyber security events.

1.2 Start date

(1) This Policy commences on [commencement date]

1.3 Application

(1) This Policy applies to all users of our ICT resources.

(2) The obligations of staff and affiliates under this Policy are in addition to their obligations under:

(a) the *Staff and Affiliates Code of Conduct*;

(b) the *Social Media and Public Comment Policy*;

(c) the *Work Health and Safety Policy*; and ; and

(d) the *Charter of Freedom of Speech and Academic Freedom*.

(3) The obligations of students under this Policy are in addition to their obligations under the *Student Charter*.

Part 2 Acceptable use

2.1 User responsibilities

(1) Users of our ICT resources must comply with applicable laws, University policies, University procedures, and Cyber Security Standards.

Note: Any conduct which occurs using, or is facilitated by, University ICT resources or other University equipment is 'University related conduct' for the purposes of University policies and procedures.

(2) When using ICT resources, users must uphold the University's values of trust, accountability and excellence.

(3) When using ICT resources all users must act in accordance with the University's ethical framework and the Charter of Freedom of Speech and Academic Freedom.

(4) Users are responsible for all activities that originate from their University account.

(5) Users must take all reasonable steps to protect our ICT resources from physical theft, damage, or unauthorised use.

(6) Users must only store, process or transmit Protected and Highly Protected digital information using University-approved systems.

Note: See the Cyber Security Standards for Data Classification and Handling for further information.

Part 3 Unacceptable use

3.1 Content

(1) A user must not:

(a) bully, harass, menace, defame, vilify, stalk or discriminate against any other person;

Note: For further information about these prohibited behaviours, see the *Bullying, Harassment and Discrimination Prevention Policy* and the *Anti-Discrimination Act 1977 (NSW)*.

(b) access, store or transmit prohibited or restricted material, except as explained in clause 4.1;

(c) collect, use or disclose personal information, except as allowed by the *Privacy Policy* and the *Privacy Procedures*;

(d) breach copyright, or software or digital content licence conditions.

Note: See the *Intellectual Property Policy*.

3.2 Access

(1) A user must not:

(a) use another person's University account;

(b) facilitate or permit the use of our ICT resources by anyone not authorised by us;

(c) attempt to gain unauthorised access to any of our ICT resources;

(d) gain unauthorised access to external services;

(e) use our ICT resources in ways that are likely to corrupt, damage or destroy our data, software or hardware;

(f) use our ICT resources in ways that are likely to corrupt, damage or destroy any other person's data, software or hardware; or

(g) use our ICT resources to represent, or create the impression that they represent the University, unless expressly authorised to do so.

3.3 Technical restrictions

(1) A user must not:

(a) test, bypass, deactivate or modify the function of any cyber security control;

(b) knowingly install or use malware; or

(c) connect compromised devices to our assets.

(2) The technical restrictions in clause 3.3(1) do not apply when the action:

(a) is for research or teaching purposes;

(b) is in an isolated testing environment; and

(c) has the explicit written approval of an authorised University officer.

(i) The Cyber Security Operations Team must be notified of all approvals.

3.4 Emails and messages

(1) A user must not send:

(a) junk email;

(b) for-profit messages; or

(c) chain mail.

(2) A user must not send commercial email (including marketing or promotional emails) on behalf of the University unless:

(a) all intended recipients have consented, or the message is required by law;

(b) the University is clearly identified; and

(c) there is a clear option for the recipient to opt out of further emails of the same kind.

(3) A user must not send commercial emails on behalf of a third party unless:

(a) all intended recipients have clearly consented;

(b) both the University and the third party are clearly identified; and

(c) there is a clear option for the recipient to opt out of further emails of the same kind.

(4) Bulk emails and messages should only be sent in accordance with the *Email and Electronic Messaging Policy*.

Note: Refer to the *Spam Act 2003 (Cth)*.

Part 4 Special use

4.1 Use of prohibited and restricted material

(1) Users must not access, store, or transmit prohibited material on, or using, our ICT resources, unless the use:

(a) is for research or teaching purposes; and

(b) is in accordance with all laws, policies, procedures, and Cyber Security Standards, and

(c) is approved in writing by an authorised University officer.

(2) Users must not access, store, or transmit restricted material on, or using, our ICT resources, unless the use:

(a) is consistent with the requirements of clause 4.1(1); or

(b) is on a personal device:

(i) within a University-owned or affiliated student accommodation that permits that use; and

(ii) uses the residential wired network ports or University-provided residential Wi-Fi network.

4.2 Personal use

(1) A user may make limited personal use of our ICT resources.

(2) Limited personal use:

(a) is of a purely personal nature;

(b) does not involve excessive use of ICT resources (including printing resources);

(c) does not impose an unreasonable burden on an ICT resource, or impose additional costs on the University;

(d) does not unreasonably deny any other user access to any ICT resource;

(e) does not interfere with the normal operation of the University's network or its electronic storage capacity;

(f) does not contravene any law, or University policy or procedure; and

(g) where a user is a member of staff or an affiliate, does not interfere with their duties or the conduct of the University's operations.

(3) Our ICT resources must not be leased, loaned, or made available to a third party.

(4) Users must not use our ICT resources for unauthorised financial or commercial purposes for themselves or any third party.

Note: See the *Staff and Affiliates Code of Conduct* and the *Outside Earnings of Academic Staff Policy*.

(5) Users must not use our ICT resources to generate or process crypto currency except:

(a) for research or teaching purposes; and

(b) with written approval of an authorised University officer.

Note: The use of a crypto-currency wallet for a payment is not considered processing for the purposes of this policy.

4.3 Personal devices

(1) A user may use a personal device to:

(a) connect to a University Wi-Fi network; or

(b) remotely access our ICT resources through the Internet.

(2) Personal devices may only be connected to the University's network in accordance with the Cyber Security Standards.

(3) Personal devices must not be connected to a wired network port within the University without authorisation.

Part 5 Terms of use

5.1 Service

(1) We do not guarantee that our ICT resources will:

(a) always be available; or

(b) be free from any defects, including malware.

5.2 Loss or damage

(1) We accept no responsibility for loss or damage, including consequential loss or damage, or loss of data, arising from:

(a) the use of our ICT resources; or

(b) the maintenance and protection of our ICT resources.

(2) We may take any necessary action to mitigate any threat to our ICT resources, with or without prior notice.

5.3 Privacy

(1) Use of our ICT resources is not considered private.

(2) All electronic communications that use our ICT resources:

(a) may be recorded and monitored in accordance with the Cyber Security Standards;

(b) remain in the custody and control of the University;

(c) are subject to the *Government Information (Public Access) Act 2009 (NSW)*; and

(d) may be subject to:

(i) the *Privacy and Personal Information Protection Act 1998 (NSW)*;

(ii) the *Health Records and Information Privacy Act 2002 (NSW)*;

(iii) and the *State Records Act 1998 (NSW)*.

Note: Users do not have the same rights as they may have when using a personal device through commercial service providers.

5.4 Our rights

(1) We may at any time, in accordance with any applicable University policies and procedures, Cyber Security Standards, and legal obligations:

(a) limit the use of our ICT resources, with or without notice;

(b) view and copy digital information stored, processed, or transmitted using our ICT resources; and

(c) monitor, inspect, access, or examine any University ICT resource for any lawful purpose.

(2) Personal use of our ICT resources may result in the University holding personal information about users or others.

(a) We may access and use that information to ensure compliance with this policy, other policies, and legal obligations.

(3) We may at any time require a user to:

(a) acknowledge in writing that they will comply with this policy; or

(b) complete relevant training in the University's policies and procedures.

Part 6 Cyber security events

6.1 Cyber security

(1) Any person who identifies or suspects a cyber security event, control deficiency, or vulnerability must report it as soon as possible to:

(a) our Shared Service Centre; or

(b) the ICT Cyber Security Operations Team.

Note: Physical security events, including theft of ICT assets and non-digital information, should be reported to Campus Security.

(2) Any person who identifies or suspects a data breach resulting from a cyber security event, must also report the breach to the Privacy Team under the *Data Breach Policy*.

(3) Except where required or authorised by law, University policy or procedures, or applicable Cyber Security Standards, a user must not communicate to external parties our:

(a) cyber security risks,

(b) controls,

(c) events; or

(d) incidents.

Part 7 Misuse

7.1 Misuse outcomes

(1) The Chief Information Officer may determine that misuse or suspected misuse of our ICT resources has occurred.

(2) Where misuse or suspected misuse has occurred, we may:

(a) withdraw or restrict a user's access to our ICT resources;

(b) for staff and affiliates, commence disciplinary action under the *Staff and Affiliates Code of Conduct* and the *Enterprise Agreement 2023–2026*;

(c) for students, commence action for misconduct under the and the *University of Sydney (Student Discipline) Rule*; and

(d) notify the NSW Police and other relevant government authorities.

Part 8 Roles and responsibilities

8.1 Users

(1) comply with the requirements of this Policy.

8.2 Authorised University officer

(1) approves exceptions to technical restrictions (clause 3.4);

(2) approves the access, storage, or transmission of prohibited or restricted material on our ICT resources (clause 4.1); and

(3) approves the generation or processing of cryptocurrency (clause 4.2(5)).

8.3 Chief Information Officer

(1) determines that misuse or suspected misuse of our ICT resources has occurred (clause 7(1)).

8.4 Heads of organisational units

(1) identify roles within their unit that may have privileged access to ICT resources; and

(2) require that they are controlled in accordance with any applicable Cyber Security Standards.

8.5 Business owners

(1) require all access to, and data within, ICT resources within their remit to be controlled in accordance with any applicable University Policy and Procedures, Cyber Security Standards and legal obligations; and

(2) engage with ICT for any acquisition of technology or external ICT services in accordance with:

(a) the *Procurement Policy*;

(b) associated delegations of authority as set out in the *University of Sydney (Delegations of Authority) Rule 2020*; and

(c) any applicable Cyber Security Standards.

Part 9 Definitions

(1) In this Policy a reference to 'we', 'our' or 'us' means the University.

authorised University officer	any of: • Principal Officer; • Executive Dean; • Dean; • Head of School and Dean of a University school; • Head of Clinical School; and • Head of School.
business owner	A senior staff member who is the specified owner of a business capability or technology offering. The business owner is responsible for cyber security responsibilities and risk in accordance with the *Cyber Security Policy*. Academic information systems and audio-visual technology services are examples of business capabilities. Research computing is an example of a technology offering.
commercial email	an email message offering, promoting or marketing a good or service.
control deficiency	weakness in an information system, internal controls, external controls, or implementation that could be exploited.
cyber security	has the meaning provided in the *Cyber Security Policy*. That is: the measures we take to: • protect ICT, digital information systems, networks, devices and digital information from compromise or interruption; and • facilitate rapid and effective detection and response to any compromise or interruption of an ICT resource.
cyber security control	has the meaning provided in the *Cyber Security Policy*. That is: any management, operational or technical measure (including safeguards or countermeasures) put in place for cyber security.

cyber security event	has the meaning given in the *Cyber Security Policy*. That is: an event relating to any cyber security control protecting our ICT resources from compromise or interruption. This includes internal or external acts which: • may bypass or contravene applicable controls, policies or procedures; or • may potentially compromise the confidentiality, integrity or availability of ICT resources.
cyber security standards	define the specific mandatory requirements determined by the Chief Information Officer under clauses 2.3 and 3.7 of the *Cyber Security Policy*.
digital information	information that is in a digital or electronic form; and is stored, processed, or transmitted within an ICT service or an ICT asset.

electronic communication	is a message sent using:
	• ICT resources; or
	• any communication, collaboration, or carriage service the University provides; and
	• to an electronic address in connection with:
	  ○ an email account; or
	  ○ an instant messaging account; or
	  ○ a telephone account; or
	  ○ a similar account.
	Note: Email addresses and telephone numbers are examples of electronic addresses.

ethical framework	the expectations and requirements established through the operation and interaction of: • the Staff and Affiliates Code of Conduct; • the Student Charter; • the Research Code of Conduct; • the Business Ethics Statement; • the Academic Integrity Policy; and • the Higher Degree by Research Supervision Policy

excessive use	personal use of ICT resources that consumes significant ICT resources or interferes with a user's role and responsibilities or academic performance.
hardware	the physical components of a device or electronic system, such as: • desktops • laptops • mobile phones • network hubs • audio-visual equipment • instrumentation • virtualised hardware. Hardware also includes peripheral devices like: • printers • monitors • webcams • keyboards • mice • speakers • microphones • portable storage devices.
Highly Protected	has the meaning given in the *Cyber Security Standard – Data Classification*. That is: Digital information that is created, collected, stored, processed or transmitted by the University, is defined as "Highly Protected" if (a) loss of confidentiality of the digital information would result in serious economic/financial, or reputation impact to an individual or the University, or result in a notifiable privacy breach under the Privacy Policy or Privacy Procedures (b) the data/information is subject to enhanced protection under a contractual agreement or other obligation.
ICT	Information and Communications Technology
ICT asset	any hardware, software, cloud-based services, communication devices, data centres or networks that are owned by the University or provided by the University to users.

ICT resource	any ICT service, ICT asset or digital information.
ICT service	any business or technology function that we provide using one or more ICT assets. This includes: • application systems (including software-as-a-service); and • ICT infrastructure services; such as operating systems, databases, voice and data telecommunications services, network services, media services, file and print services, and email services.
limited personal use	use that is consistent with the requirements of clause 4.2.
malware	hardware, firmware, software or any type of code that is intended to perform: • an unauthorised process • for a harmful or disruptive purpose • that may have an adverse impact on an ICT resource or person.
misuse	use of the University's ICT resources in contravention of any law or University policy, procedures or relevant Cyber Security Standards.
organisational unit	any of: • a faculty; • a University school; • a portfolio or professional services unit controlled by a Principal Officer; and • a Level 4 Centre as described in the *Centres Policy*.

personal device	a non-University-owned or provided device that is used by an individual to access, store, process or transmit University data or digital information. This includes: • desktop and laptop computers; • personal digital assistants; • tablets; • smartphones; • mobile PIN pads; • radio communication devices; • USB keys; and • any form of portable data storage device.
Principal Officer	has the meaning given in the University of Sydney (Delegations of Authority) Rule. That is: means any of: • Vice-Chancellor and President; • Provost and Deputy Vice-Chancellor; • Deputy Vice-Chancellor; • Vice-President; • General Counsel;
privileged access	special or elevated access or abilities beyond those of a standard user.
prohibited material	illegal and restricted content, such as: • child exploitation material, including child pornography or material that instructs on, promotes or incites child abuse; • content that shows extreme sexual violence or materials that are overly violent; • materials that provoke the viewer into committing crimes and carrying out violent acts, such as material that instructs on, promotes or incites violent acts; • material that vilifies a person or group of people, or instructs on, promotes, or incites discrimination; and • content that promotes terrorism or encourages terrorist acts.

Residential College	any of: • Mandelbaum House; • Sancta Sophia College; • St Andrew's College; • St John's College; • St Paul's College; • Wesley College; • Women's College.
restricted material	content that: • is obscene or pornographic material permitted by law; or • is material that instructs or promotes gambling.
University account	the access to University ICT resources that we provide to a holder of a Unikey or University email address.

University related conduct	means any conduct that is connected to the University, including conduct that: • refers or relates to the University, its activities, or its staff, affiliates or students in their status as staff, affiliates or students of the University; • occurs on, or in connection with, University lands or other property owned by the University; • occurs at, or in connection with, a Residential College; • occurs at or in connection with University owned or affiliated student accommodation; • occurs using, or is facilitated by, University ICT resources or other University equipment; • occurs during, or relates to, the performance of duties for the University; • occurs during, or in connection to, any University related function or event (whether sanctioned or organised by the University or not) or when representing the University in any capacity; • occurs during, or in connection to, any event run by or affiliated with student representative organisations, student clubs or student societies (whether sanctioned or organised by the University or not); • occurs during, or in connection to, students' clinical, practicum, internship or work experience placements; or • occurs while a University of Sydney student is participating in an overseas exchange, study abroad or other approved program.
user	a person or entity that uses the University's ICT resources.
vulnerability	A weakness in the design, implementation or operation of an ICT Resource, system component or security control, that could be exploited or triggered by a threat.

Part 10 Notes

Recissions and replacements

This document replaces the following, which are rescinded as from the date of commencement of this document:

(1) *Acceptable Use of ICT Resources Policy 2019*, which commenced on 1 August 2019

Acceptable Use of ICT Resources Policy 2025

Date adopted	[date]
Date commenced	[date]
Date amended	
Approver:	Vice-President (Operations)
Owner:	Chief Information Officer
Review date:	[date]
Rescinded documents	*Acceptable Use of ICT Resources Policy 2019*
Related documents	*Spam Act 2003 (Cth)* *Anti-Discrimination Act 1977 (NSW)* *Government Information (Public Access) Act 2009 (NSW)* *Health Records and Information Privacy Act 2002 (NSW)* *Privacy and Personal Information Protection Act 1998 (NSW)* *State Records Act 1998 (NSW)* *Workplace Surveillance Act 2005 (NSW)* *University of Sydney (Delegations of Authority) Rule* *University of Sydney (Student Discipline) Rule* *Charter of Freedom of Speech and Academic Freedom* *Student Charter* *Staff and Affiliates Code of Conduct* *Bullying, Harassment and Discrimination Prevention Policy* *Cyber Security Policy* *Email and Electronic Messaging Policy* *Intellectual Property Policy* *Outside Earnings of Academic Staff Policy*

Privacy Policy

Public Comment Policy

Privacy Procedures

Enterprise Agreement 2023–2026

Viva Engage Terms of Use

Data Breach Policy 2023

Recordingkeeping Policy

Work Health and Safety Policy

Part 11 Amendment history

Register Version	Approved by	Clause	Amendment	Commenced