



POLICY NUMBER: 01

Acceptable Use of FNU ICT Resources Policy

Prepared by	IT Services Division
Responsible Officer	Director IT Services
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1. Purpose

- 1.1 The Fiji National University (FNU) is committed to providing Information and Communication Technology (ICT) resources to support, enable and enhance its activities.
- 1.2 This policy informs users of ICT resources of their rights and responsibilities and of the University's requirement that its ICT resources are used in a legal, ethical and responsible manner.

2. Policy Scope

- 2.1 This policy applies to all users of FNU's ICT resources including, but not limited to, students, staff, temporary staff, casuals, consultants and contractors.
- 2.2 ICT resources include but is not limited to FNU-licensed software and FNU owned devices such as PCs, tablets, laptop, mobile phones, pocket Wi-Fi, multimedia projectors, cameras, speakers and smartboards.
- 2.3 Users connected to the FNU networks or ICT services must comply with this policy regardless of location, time or device ownership (e.g. personally-owned computers).
- 2.4 This policy should be read in conjunction with the Code of Conduct Policy

3. Policy Principles

3.1 Provision of ICT resources

- 3.1.1 FNU recognises the importance of computing and communication technologies and will provide access to ICT resources to its staff, students and other authorised users, for the purposes of research, teaching, learning and administration and in accordance with need and available resources.
- 3.1.2 Apart from FNU-issued mobile phones, ICT resources provided to staff for work purposes shall remain with them as long as they are staff of the University.
- 3.1.3 Higher Degree by Research (HDR) students' can load University-licensed software into their personal device, if permitted by the license conditions. HDR students shall comply with all the requirements of the software license, use the software for research-related purpose only and to delete all University-licensed software from their personal device(s) when they cease to be a student of the University.

3.2 Legal, ethical and responsible use of ICT resources

- 3.2.1 FNU requires all users of its ICT resources to do so in a legal, ethical and responsible manner in accordance with the FNU Code of Conduct and University Academic & Student Regulations (UASR).
- 3.2.2 FNU's ICT resources must not be used to copy, download, store or transmit material, which infringes copyright, such as music files, movies, videos etc. In addition, ICT resources must not be used for unauthorised commercial activities or unauthorised personal gain and must not cause loss of service, or risk loss of reputation to FNU
- 3.2.3 Users should be aware that some third party applications licensed to the University (e.g. some of the large searchable databases available through the Library) have their own terms and conditions, which may apply over and above this policy.
- 3.2.4 Limited incidental personal use of ICT resources is allowed, subject to the conditions of use stated in section 3.6, Limited personal use of ICT resources.

3.3 Restricted and prohibited use

3.3.1 FNU ICT resources must not be:

- a) Used for personal commercial gain
- b) leased, lent or otherwise made available to third parties for personal profit.
- c) Used for gambling purposes;
- d) Used in a manner that constitutes an infringement of copyright; or
- e) Used in a manner which is likely to corrupt, damage or destroy FNU's data, software or hardware.
- f) Used to access, store or transmit pornographic, child abuse, racist, violent, or any other unacceptable material.

3.4 User responsibilities:

3.4.1 Users are responsible for all activities originating from their FNU account.

3.4.2 Users must take all reasonable steps to protect FNU's ICT resources from physical theft, damage or unauthorised use.

3.5 Limited personal use of IT resources

3.5.1 Users are permitted personal use of the University's ICT resources, of a limited nature. Limited personal use:

- a) is of a purely personal nature;
- b) does not directly or indirectly impose an unreasonable burden on any ICT resource, or burden the University with incremental costs;
- c) does not unreasonably deny any other user access to any ICT resource;
- d) does not contravene any law or University policy or procedure; and
- e) in the case of staff and affiliates, does not interfere with the execution of their duties.

3.6 Purchase of issued computing device

3.6.1 At the end of its useful life, the PC or laptop that staff have been using may be purchased by them. The useful life of a PC is five (5) years and four (4) years for laptop.

3.6.2 Staff will be given the opportunity to purchase the device only when it is scheduled to be replaced with a new one or when they retire or resign from the University on the condition that the useful life of the device has been reached.

3.6.3 The purchase price of the device shall be agreed upon by the Finance and ITS Directors or their assigns.

3.7 Monitoring usage

3.7.1 FNU employs various measures to protect the security and privacy of its users' ICT accounts and ICT resources. This includes backup, logging of activity and monitoring of general usage trends and patterns.

3.7.2 In addition, FNU may monitor individual usage and records in accordance with this Policy.

3.7.3 FNU reserves the right to examine and access all data on its ICT resources to ensure that any use of its ICT resources complies with the law and any relevant policies and procedures.

4. Misuse

4.1 All users must comply with the conditions of use set out in this Policy. If any user breaches the conditions of use in the Policy, the University may take disciplinary action. In serious cases, this may include termination of employment or expulsion from the University.