

Appropriate use of Computing Facilities

Introduction

Computing and networking play increasingly important roles in teaching, research, and administration. The University anticipates many benefits from the use of information technology by students and staff.

UCT maintains computing and networking facilities for the purpose of conducting and fostering the teaching, research and administration activities of the University. The Appropriate Use of Computer Facilities policy is designed to ensure the proper use of computing facilities consistent with the general principles that govern our academic community. To maximize the usefulness of Computer Facilities, UCT provides access in the most open manner permitted by the owners or providers of the Computing Facilities.

Please read this policy carefully. Additional policies may govern the use of particular resources. Be sure to familiarize yourself with these guidelines. Many computing labs on campus have individual policies regarding the use of the lab.

In this policy, the term, "Computer Facilities", is defined to include computers, computer networks, connections to external computer networks, and subscriptions to external computer services. "Licensed Software" collectively refers to copyrighted and proprietary programs, data and documentation.

The failure of any Computer Facility to prevent unauthorized use of that Computer Facility does not relieve an individual of the responsibility of obtaining authorization prior to his or her use of the Computer Facility.

Prohibited activities

The following activities involving use of Computer Facilities are prohibited:

- Transmitting unsolicited information which contains obscene, indecent, lewd or lascivious material or other material which explicitly or implicitly refers to sexual conduct.
- Transmitting unsolicited information which contains profane language or panders to bigotry, sexism, or other forms of discrimination.
- Transmitting information which threatens bodily harm or which intimidates another person or organisation.
- Communicating any information concerning any password, identifying code, personal identification number or other confidential information without the permission of its owner or the controlling authority of the Computer Facility to which it belongs.
- Creating, modifying, executing or retransmitting any computer program or instructions intended to gain unauthorized access to, or make unauthorized use of, a Computer Facility or Licensed Software.
- Creating, modifying, executing or retransmitting any computer program or instructions intended to obscure the true identity of the sender of electronic mail or electronic messages, collectively referred to as "Messages", including, but not limited to, forgery of Messages and/or alteration of system and/or user data used to identify the sender of Messages.
- Accessing or intentionally destroying software in a Computer Facility without the permission of the owner of such software or the controlling authority of the Facility.
- Making unauthorized copies of Licensed Software.

- Communicating any credit card number or other financial account number without the permission of its owner.
- Effecting or receiving unauthorized electronic transfer of funds.
- Violating any laws or participating in the commission or furtherance of any crime or other unlawful or improper purpose.
- Using the Computer Facilities in a manner inconsistent with the University's contractual obligations to suppliers of Computer Facilities or with any published University policy.
- Using the Computer Facilities for commercial purposes.
- Violating the provisions of copyright, particularly on [software](#), data and publications.
- Broadcasting email messages indiscriminately to all users of a computing facility. The broadcast of messages concerning the use of a facility by the manager of a facility is a specific exception.

Mailing Lists

Potential subscribers to electronic mailing lists are responsible for determining the purpose of the list before subscribing. Persons subscribing to an electronic mailing list will be viewed as having solicited materials delivered by the list as long as the material is consistent with the list's purpose. Persons sending materials to a mailing list, which are not consistent with the purpose of the mailing list, will be viewed as having sent unsolicited materials.

Use of External Computer Facilities

Use of external Computer Facilities is permitted for the purposes of teaching, research and administration. Use of UCT Computing Facilities for commercial purposes is expressly prohibited.

Exceptions

The Director of Information Technology may approve exceptions.