



St Joseph's Theological Institute NPC

(Company number 2003/009125/08. PBO number 930007111)

Registered with the Department of Higher Education and Training as a Private Higher Education Institution under the Higher Education Act, 1997 (Registration Certificate number 2003/HE08/003).

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General ICT Regulations

Title	General ICT Regulations
Policy No.	SJTI/ICT/002
Compiled by	ICT Consultant
Provisionally Approved by	President, January 2016
Reviewed and approved by	Board of Directors
Review date	12 October 2017
Responsibility for update	ICT Consultant
Next Review	October 2020

Purpose of regulation: To outline the main purpose(s) of the Institute ICT facilities for use by Institute staff, students and other authorised persons ("users")

Regulation applies to: To all students registered with St Joseph's Theological Institute, staff and other authorised persons

The main purpose ("Main Purpose") for the provision by the St Joseph's Theological Institute ICT facilities is for use in connection with teaching, learning, research, and approved business activities of the Institute by its staff, students and other authorised persons ("Users"). The Institute wishes to encourage good and full use of these facilities. With this in mind, for the protection and benefit of the community of Users, any person using the Institute's ICT facilities must abide by these regulations and observe the requirements of the Institute's Internet Policy Statement, Email Policy and all relevant ICT Policy documents, copies of which can be found on the Institute Website at <http://www.sjti.ac.za/policies.htm>. To ensure that the ICT facilities are not abused the Institute retains the right to monitor a selection of messages and materials sent across or stored on computers connected to its network and to take any appropriate action if it comes to the Institute's attention that access to the ICT facilities is being abused. This may include referral to the South African Police Services in the event of suspected criminal activity.

Regulations

1. ICT hardware must be treated with care and used only in accordance with the proper operating instructions. No equipment shall be used which is labelled "Out of Order". Any apparent fault with hardware should be reported promptly to the ICT Consultant or to the appropriate technical

- personnel. Equipment must not be used if there is reason to believe that it may not be in safe working order.
2. Users must not by any deliberate or careless act or omission jeopardise or seek to jeopardise the integrity of any ICT equipment, and/or its software and/or any information stored within it and/or accessed through it.
 3. Users must not access and/or attempt to access any ICT equipment, software and/or data which they are not properly authorised to access. In particular, the confidentiality of data belonging to other Users must be respected.
 4. Users must take all necessary steps to protect and maintain the security of any equipment, software, data, storage area and/or passwords allocated for their use. Users must use not passwords that belong to someone else.
 5. Users must not use any ICT facility for a purpose other than that for which they are authorised. Users must seek advice if they have any doubt about their authority to use any of the ICT facilities.
 6. Users must comply with all legal obligations affecting their use of ICT facilities, including the Electronic Communications Act (2005), Electronic Communications and Transactions Act (2002), Electronic Communications Security (Pty) Ltd Act (2002), Promotion of Access to Information Act (2000), Protection of Personal Information Act (1982), Protection of Personal Information Act (2013) and the Regulation of Interception of Communications and Provisions of Communication related Information Act (2002).
 7. The use of any ICT equipment for storage and/or transmission of materials which the Institute considers to be obscene and/or offensive is strictly prohibited. Furthermore, ICT facilities must not be used to download pornographic, obscene, excessively violent and/or offensive materials from the Internet.
 8. Users must take all reasonable steps to exclude and avoid the spread of malicious software, e.g. Viruses, Trojans, Spyware, Adware, etc. and must co-operate fully with all measures instituted by the ICT Consultant to prevent the spread of such software. In particular, Users must not install or execute on an Institute computer any software obtained from a third party source, unless such software has been previously checked and cleared of the presence of malicious software by the ICT Consultant or appropriate technical personnel. It is an offence to knowingly corrupt a computer program or any of the data stored in the computer system.
 9. Computer programs on the ICT facilities are protected by the law of copyright. The Institute has the appropriate licenses to use these programs. Users must comply with all their legal obligations concerning copyright, and must not copy any software or other data without the prior authorisation from the copyright owner. Such action would be in breach of copyright law. Furthermore, users must comply with any contractual obligations imposed on the Institute concerning the use of any of the ICT equipment or software.
 10. Online library learning resources, including datasets and databases, e-books and e-journals, which are subscribed to by St Joseph's Theological Institute are protected by copyright and license agreements. Users who are not covered by these license agreements must not attempt to access these resources. If in doubt, Users are advised to seek advice from the Librarian.

11. Users must comply with their legal obligations concerning data on living persons, as required by the Protection of Personal Information Act (2013). Student Users must not store personal data on any of the ICT facilities without consultation and the prior written approval from the member of staff supervising their work. Any requirements students have to store or process personal data as defined within the Act must be undertaken under the direct supervision of a member of the academic staff.
12. The Institute permits the use of its ICT facilities by Users for personal use, subject to the following limitations:
 - a. A level of use that is reasonable and not detrimental to the Main Purpose for which the facilities are provided
 - b. Priority must be given to use of resources for the Main Purpose for which they are provided
 - c. Personal use must not be of a commercial or profit-making nature, including private consultancy, or for any other form of personal financial gain, unless prior written approval is obtained from the ICT Consultant in consultation with the Board of Directors
 - d. Personal use must not be of a nature that competes with the Institute in business
 - e. Personal use must not be connected with any use or application that conflicts with an employee's obligation to St Joseph's Theological Institute as their employer
 - f. Personal use must not be connected to any purpose or application that conflicts with the Institute's rules, regulations, policies and procedures
 - g. Personal use must comply with the Institute's policies and regulations in relation to the personal use of the Institute ICT facilities, if Users are in any doubt about what constitutes acceptable and appropriate use, they should seek the advice and guidance of the ICT Consultant or other relevant manager.
13. Users must not connect any unauthorised equipment to the Institute's network without consultation and the prior written approval from the ICT Consultant. If the ICT Consultant has reasonable grounds for believing that any equipment may be the cause of unacceptable degradation of the performance of the network detrimental to other Users, then the User must co-operate with the disconnection of the equipment from the network pending resolution of the problem.
14. Users must not set up or operate a server connected to the Institute's network without consultation and the prior written approval from the ICT Consultant and the Board of Directors.
15. When any of the Institute's ICT facilities are used to access any external network and/or computer facilities, Users must also abide by any additional conditions pertaining to the external facilities, including those imposed by the external providers of such facilities.
16. A number of electronic applications, provided by the Institute (such as forums, wikis, blogs, etc.) are intended to promote academic discussion and debate amongst students and/or staff. While



it is the intention to allow freedom of expression in such applications, the Institute reserves the right to remove content which it deems to be unsuitable. The views and opinions expressed within such applications do not necessarily represent the views of the Institute.

The Institute views the unauthorised access or interference with any of its ICT facilities as an extremely serious disciplinary offence. Any breach of these regulations shall be dealt with in accordance with the disciplinary procedures of the Institute applicable to the User concerned. In the case of a serious breach, the authorisation of a user to use particular ICT facilities may be withdrawn immediately, by a decision of the ICT Consultant or the President or Dean of the Institute.

The ICT Consultant reserves the right to disable your ICT user account if you do not adhere to the Student Regulations and/or the ICT and Library Regulations.