



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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ICT Regulations at a Glance

Title	ICT Regulations at a Glance
Policy No.	SJTI/ICT/001
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

Users of the Institute's ICT facilities must comply with the Institute's policies and regulations governing these facilities. The following activities contravene these regulations and are deemed a serious offence when using any computer connected to the institute's network.

1. Viewing or downloading any form of pornographic, racist or offensive material.
2. Using email to send abusive, racist, offensive messages to anyone.
3. Harassment of any person via email.
4. Hacking.
5. Intentional transmission of any form of Malware.
6. Downloading and using copyrighted material in a manner that contravenes copyright laws.

Downloading material for research purposes that contravene these rules must obtain advance authorisation from the Board of Directors in consultation with the ICT Consultant.

User accounts may be monitored centrally for misuse. Where misuse is suspected then the account may be disabled. (A non-functioning account does not necessarily indicate that it has been disabled).

Breaches of the ICT regulations will lead to disciplinary action. Initially this may involve a warning and an interview with the ICT Consultant and/or the Representative of the Board of Directors.

Further disciplinary action depends on the severity of the offence and any previous instances by the person in question.

Note: The account holder is deemed responsible for the misuse of the account.

For a full list of our policies please see <http://www.sjti.ac.za/policies.htm>