**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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# INTERNET POLICY

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| **Title** | Internet Policy |
| **Policy No.** | SJTI/ICT/003 |
| **Compiled by** | ICT Consultant |
| **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; Directors |
| **Next Review** | October 2020 |

**Purpose of regulation:**          To outline procedures to guarantee an appropriate use of the Internet which is beneficial to all members of St Joseph's Theological Institute.

**Regulation applies to:**          All registered students of St Joseph's Theological Institute, staff and other authorised persons

## INTERNET POLICY STATEMENT

### 1 Scope

This Internet Policy Statement refers to all types of online services accessed through St Joseph's Theological Institute's ICT facilities. The term 'online services' includes Email, World Wide Web (WWW), FTP, TCI/IP and any other means of communication of a similar nature. 'WWW' means all materials which can be accessed through a Uniform Resource Locator (URL) address, including but not limited to HTTP and NEWS services.

### 2 Purpose

St Joseph's Theological Institute is committed to defending the principle of academic freedom and acknowledges that the use of the Internet is a very valuable contribution to the exercise of that principle. Without compromising this, St Joseph's Theological Institute also aims to benefit from the Internet by presenting the Institute to the world. The purpose of this Internet Policy Statement is therefore to guarantee an appropriate use of the Internet which is beneficial to all members of the Institute.

The conditions which apply to all usage of the Institute's ICT facilities, including computer hardware, software, data, networks and access to the Internet, are clearly set out in the **Institute's ICT Regulations**, a copy of which may be obtained from the ICT Consultant's office or on the Institute's website: http://www.sjti.ac.za/policies/General ICT Regulations.pdf

All of those who have access to online services through the Institute's network must be aware of the legal consequences attached to the inappropriate use of those services. All relevant Acts are listed on our website http://www.sjti.ac.za/policies/

Compliance with legal requirements for use of ICT Facilities, including software copyright and licensing, is an important requirement set out in the Institute's ICT Regulations. The illegal downloading of software from the Internet is prohibited.

St Joseph's Theological Institute retains the right to monitor a selection of messages and materials sent over its network to check that its facilities are not being abused. For this reason, access to some sites may from time to time be blocked. Moreover, St Joseph's Theological Institute is committed to responding promptly to any potentially damaging publication by withdrawing from its services any unacceptable materials and taking any other necessary action. This may mean that users responsible for such materials have their access to the Institute's ICT Facilities withdrawn. It is also possible that the publication of such materials may amount to an offence under the Institute's disciplinary regulations.

Where it is suspected that material is stored on Institute ICT Facilities may risk criminal prosecution or civil legal action, or that material, even if legal, is not considered appropriate for publication by the Institute, the Board of Directors or their representative may authorise the ICT Consultant to isolate the material or the server from the network until the offending material is removed.

## 3 Responsibilities

The Head of Department of each Academic Department will be responsible for authorising the 'departmental pages' of his or her Department and for ensuring that the materials presented by that Department meet the Institute's standards and legal provisions, and are accurate and properly updated.

Those authorised to publish 'personal home pages' are entirely responsible for the content of their pages. They are also responsible for the legality and accuracy of the information contained in the pages accessed through hyperlinks in their own home pages. They must ensure that both their personal pages and the information accessed through them meet the standards and legal requirements demanded by the Institute, and are accurate and up to date.

## 4 Requirements

### 4.1 *Departmental pages*

In these requirements a distinction has been made between 'departmental home pages' and 'departmental subpages'. The term 'departmental home pages' refers to the information disseminated on the WWW, which emanates directly from the main Home Page of the Institute's website. Sub pages are those which emanate from a Departmental Home Page.

i.   All departmental Home Pages must indicate that they have been sanctioned by St Joseph's Theological Institute and approved by the Dean of Studies of the Institute.

ii.   All departmental Home Pages must contain a link to the main Home Page of the Institute.

iii. All departmental Home Pages must bear the name, telephone number and email address of the Dean of Studies and the Head of Department authorising them and the date when authorisation was given.

iv. All departmental Sub Pages must express the name, Department and email address of their author, and state the date when the page was created and last updated.

v. All departmental Sub Pages must contain a link to the department Home Page from which they emanate.

### 4.2 *Personal pages*

i. Personal pages must not be set up for any commercially-related purpose unless the prior written authorisation is obtained from the Board of Directors of the Institute.

ii. Personal pages must not suggest that they have been sanctioned by the Institute, and therefore they must not bear the Institute's logo.

iii. All personal home pages must state clearly that the opinions and views expressed are the author's and not those of the Institute.

iv. All personal subpages (i.e. those which emanate from a personal home page) must contain a link to the author's personal home page.

v. All personal pages must bear the name, telephone number and email address of their author, and the date when the page was created and last updated.

### 4.3 *Affiliated Association pages*

i. Any organisation affiliated to St. Joseph's Theological Institute that wishes to create their own webpage on the Institute's website or an independent website may only do so with the written authorisation from the Board of Directors of the Institute and in consultation with the ICT Consultant.

ii. The proposed site must meet with the approval of the Board of Directors of the Institute.

iii. Should third-party design sites (e.g. Weebly) be used to design and host the site, a link to this site must be placed under the relevant sub-menu of the St. Joseph's Theological Institute website, http://www.sjti.ac.za.

### 4.4 *Cyber Bullying*

Students and staff may face disciplinary action if they post damaging or offensive messages attacking other members of staff or students, on any social networking sites, such as ratemyprofessors, YouTube, Myspace or Facebook.

Should a complaint be made to the Institute, the Institute will immediately suspend and remove privileges of the staff or student account until the complaint is heard.

In relation to the personal use of 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 Institute ICT Consultant