

Faculty of Arts

ArtsIT – Network Policy

Policy Authorisation: Associate Dean

Policy Administrator: Ian Coulter

Aim. To provide well-structured, consistent and reliable network services for the use of Faculty staff and postgraduate students.

1. Computer accounts

General

- Requests for computer accounts for staff members, Honorary Research Associates, post-graduate students, visitors and other affiliates of the Faculty should be made to the Network Administrator (Ian Coulter) by the administrative officer for the appropriate school or area.

Staff

- Staff computer accounts will be set up with an email account, an Authcate account for external Web page access, and a Novell account (V:drive, T:drive, and network printing).
- Requests for Silas accounts for official school web page work, and for modem accounts for dial-in access from home, should also be made through the relevant administrative officer to the Faculty Webmaster (Anthony Richardson) or the Network Administrator, respectively.

Undergraduate and Postgraduate Students

- Since Authcate and email are available in student accounts, students will not be allocated these accounts on the staff system.
- Students will not be allocated Silas accounts. It is expected that students who are being paid to carry out official school web page work will have staff numbers.
- On request from the relevant administrative officer, postgraduate students may be allocated modem accounts, which will be added to their existing student accounts.
- Undergraduate students may request “internal access only” modem accounts from Monash Information Technology Services (ITS) helpdesk.

Expiry and extension

- The continuity of computer accounts is dependent upon the information entered in SAP for the staff member, and in Callista for students. Administrative officers should ensure that any appointments terminate at a date that allows staff sufficient time to complete the work for which they require use of staff computer accounts.
- Once the SAP or Callista systems determine that an ID number is no longer valid and current, the ITS system will automatically disable the corresponding computer accounts and flag them for deletion within one month. The Network Administrator can grant a grace period up to a maximum of one month if requested by the relevant administrative officer. For the appropriate ITS form see <http://www.adm.monash.edu.au/sss/sv/forms/forms.htm#g> under *Fixed term staff* and *Authority to extend computer access* in the dropdown list.

2. Email and email addresses

General ITS guidelines

Users must not

- publish their Monash e-mail address on a private business card
- use their Monash e-mail to conduct a private business
- send defamatory messages
- send aggressive or rude email messages to staff or students
- threaten or harass another person
- send sexually explicit material
- send bulk unsolicited e-mails (commonly known as spam)
- impersonate another person by sending a message which appears to have come from another person's computer, or represent themselves as being, for example, of a different gender or race in a chat session or electronic conference (the Faculty recognises that there may be a legitimate place for role play in some formal educational contexts)
- plagiarise or infringe copyright or trade marks, or breach trade practices legislation.

Use of faculty wide email list addresses

- Use of Faculty-wide email address lists should be restricted to matters relating to the University and should not extend to personal or commercial messages.

3. Network outlets

- All requests for additional network outlets should be directed to the Network Administrator.
- Users should not connect multiport hubs to network outlets. ITS policy requires that there be only one device per wall outlet.

4. Network IP addresses

- All requests for IP addresses on Arts staff machines should be directed to the Network Administrator. Users should not hardwire IP addresses into their computers.