



POLICY– No. 4
ICT Facilities Modification Policy

Relevant UTas Ordinance and/or Rule Reference No.	Ordinance 9. – Student Discipline. General Staff Agreement Academic Staff Agreement
Relevant State/Federal Govt. Legislation	None.
Commencement Date	14/03/2006
Review Date	14/03/2008

Policy Statement

1 Intent

This document identifies the persons permitted to make modifications to the University of Tasmania's Information Communications Technology (ICT) facilities and the terms under which modification of the University's ICT Facilities can be made.

2 Scope

This policy applies to all users of the University of Tasmania's Information Communications Technology (ICT) facilities.

3 Objective(s)

The objective of this Policy is to prevent unauthorised and inappropriate modification of the University's ICT facilities.

4 Definitions and Acronyms

Authorised Personnel	Persons authorised by the Faculty, Department, School, or Director of Information Technology Resources (ITR) to maintain and/or modify devices that are connected to or form part of the University's ICT facilities.
User	An individual who has been granted access to University ICT facilities under one or more of the following categories: <ul style="list-style-type: none">• A current member of the governing body of the University;

	<ul style="list-style-type: none"> • A currently employed officer or employee of the University; • A currently-enrolled student of the University; • A contractor undertaking work for the University under the provisions of a legal contract; • A member of a collaborative venture in which the University is a partner; or • A visiting lecturer, student or other associate who is undertaking similar activities in a recognised University, at the discretion of the Director IT Resources.
End Host Device	<p>An electronic device which can be connected to a network via the allocation of a network address to that device's MAC address such that this forms the only active network connection on that device. End Host Devices include, but are not limited to:</p> <ul style="list-style-type: none"> • Desktop computers; • Notebook computers; • Workstations; • Servers; • Network Printers; • Telecommunications equipment; • Wireless Devices; and • Other network aware devices.
ITR	Information Technology Resources.
ITR ICT Security Officer	The ITR appointed representative responsible for security.
IT Infrastructure	All information technology hardware, software, data, information, processes, systems, services, devices, procedures, environmental, and support facilities provided by the University of Tasmania.
Network Modification	<p>Any change to the topology of the University of Tasmania network other than the addition of End Host Devices. Changes include, but are not limited to, the addition, reconfiguration or removal of:</p> <ul style="list-style-type: none"> • Network Switches; • HUBS; • Routers; • Any network aware device with more than 1 active network connection.
Network Port	Any individual switch port, wall outlet or wireless access port that provides connectivity to the University of Tasmania network.

Port Splitter	Any device attached to a network port that allows simultaneous access through that port. Devices include, but are not limited to: <ul style="list-style-type: none"> • Switches; • HUBS; • Routers; • Wireless Access Points; • Active Multi-homed computers\devices; • Modems; and • Any network aware device with more than 1 active network connection.
Simultaneous Access	Access through one port or wall outlet by more than one End Host Device
Staff, Student, or Associate	An Authorised User.
University	The University of Tasmania.
University of Tasmania Network	Any University of Tasmania IT network.
University	The University of Tasmania.

5 Policy Maker

Director, Information Technology Resources.

6. Policy Provisions

- 6.1 Network modifications shall only be made following written approval by the Director, IT Resources or their nominees.
- 6.2 Network modifications may only be carried out by authorised personnel.
- 6.3 Unless part of an approved network modification under section 6.1 above, the installation of a port splitter or any network communication device that supports multiple simultaneous connections to a single network port or third party networks is expressly prohibited.

7. Breaches

Breach of this policy will result in disciplinary action that may include sanctions, suspension, expulsion, termination of employment, legal action, or other disciplinary action.

Staff, Students and Associates learning of any violation of this policy must bring this matter to the attention of an appropriate staff member within the University without delay.

8. Supporting/Related Documents

ICT Facilities Use Policy.

9. Key Words

- Security
- Access
- Control
- Account

10. Supporting Procedures/ Guidelines

Nil.

Responsibilities

Implementation	Director, ITR.
Compliance	Director, ITR and ICT Staff.
Monitoring and Evaluation	ICT Security Officer and ICT Staff
Development and/or Review	Director, ITR and ICT Security Officer
Interpretation and Advice	ICT Security Officer

Who Needs to Know this Policy?

All Staff, Students and Associates of the University.

Effectiveness of this Policy

The effectiveness of this policy shall be established through regular audit.

Policy History

Policy No.	3, version 4
-------------------	--------------

Approved / Rescinded	Approved by John Parry, Director, ITR
Date	14/03/2006
Endorsement	Pending
Committee / Board	
Resolution Number	