Definitions

The University Community is made up of:

**Staff** means the academic and non-academic staff of the University.

**Student** means a person enrolled in the University.

**University Associate** is a person who is neither a staff member nor principally a student of the University, but who has a continuing association with the University by virtue of their involvement in University activities.

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**FAQs**

1. **What is considered authorised use of an ICT Asset?**
   
   Authorised use is official University business or University approved research and development.

2. **Can I use an ICT asset for personal use?**
   
   Yes. Limited personal use does not breach the Policy and Procedure. As long as the University is not impacted financially and University business objectives are not unjustifiably affected.

3. **What if I’m using my own computer on campus?**
   
   If you use your own personal computer or portable electronic device to connect to the University Curtin ICT network, you are bound by the same ICT Appropriate Use Policy and Procedure as if you were using a University ICT asset.

4. **What happens if I misuse an ICT asset?**
   
   Misuse of ICT Assets will be dealt with in accordance with the relevant disciplinary processes, and in the event of criminal conduct, may be referred to relevant law enforcement or government oversight agencies.

5. **What if I see someone doing something inappropriate?**
   
   All observed breaches of the Policy and the Procedures must be immediately reported. Contact your line manager if you are a staff member or, the **Student Helpdesk** on +61 8 9266 1222 if you are a student.

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If you require IT assistance, contact the IT Service Desk by emailing service.desk@curtin.edu.au or by calling +61 8 9266 9000.

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Want to know more about the University’s Information Security and ICT Appropriate Use Policy? Refer to the Curtin Policies website policies.curtin.edu.au.
Why are these Guidelines important?

The University’s Policies and Procedures are binding on any person recognised within the University Community.

We all have a responsibility to familiarise ourselves with, and adhere to, Curtin’s Policies and Procedures, including those related to ICT.

The ICT Appropriate Use Policy and supporting Procedure provides important information to ensure the University Community is using University ICT Assets in an appropriate and responsible manner.

This guideline has been developed to highlight key aspects of the ICT Appropriate Use Policy and supporting Procedure.

The University provides ICT Assets (IT devices, computer labs, email accounts, internet access, University applications, phones and videoconferencing services) to the University Community for authorised purposes.

The University monitors, inspects and reviews the use of ICT Assets which can support disciplinary action of any behaviour deemed inappropriate.

It is necessary to recognise the importance of using University ICT Assets for appropriate purposes so as not to cause harm to fellow students, staff and University Community members.

Understanding the guidelines is necessary to avoid activities you may think are harmless, but may be a breach of the ICT Appropriate Use Policy or illegal.

Exemptions

There may be limited cases where an exemption to the Policy is needed. Please review the Policy and the Procedures for more information.