for private communications or for private work (even if approved private

signature)

•

or any UCT designation (including a UCT designation in an electronic

•

any UCT letterhead;

nobody may use –

e)

work).

personal, as opposed to office-related, capacities.

i.e. the extent to which such officers can enter the public domain in their

yes, which public communications could/can be divorced from their offices;

Directors) of the University have to have regard to the extent to whether, and if

officers, (e.g. the Vice-Chancellor, DVCs, Registrar, Deans, and Executive

d)

withdrawn.

private work purposes is a privilege not a right and it follows that it may be

due process involving consultation by the Vice-Chancellor, or the Vice-Chancellor’s

educating for life and addressing the challenges facing our society.”

“OUR MISSION is to be an outstanding teaching and research university,

1

University of Cape Town, Private Bag X3, Rondebosch, 7701, Cape Town, South Africa

the six professors who have held professorial rank for the longest not including

nominee, with at least two of the six non-decanal non-executive senior professors (i.e.

UCT facility for excessive private or personal purposes. Use for personal or

be exercised without the written permission of the Vice-Chancellor following

will

**not**

UCT reserves the right to interrogate electronic records held by UCT, but this right

3.

**Policy and rules: privacy and access to electronic records**

The policy and

what is acceptable.

•

to guide members of the University, and others who have access to it, as to

•

to manage this risk; and

rules that follow are intended –

**We proceed from the following accepted points of departure**

**members (i.e. our staff and our students) access to the internet.**

**doctrine of vicarious liability entail risk for the University in that we allow our**

1.

**The laws on employment relationship and on electronic communications, and the**

**Policy and Rules on Internet and Email Use**

all staff, in particular academic and research staff, may, and should, use their

been obtained, and, unless payment is made for the facility. Nobody may use a

cellphones, or fax lines) for private work for which prior permission has not

nobody may use a UCT facility (this includes email accounts, offices, phones,

c)

their views, arguments and results.

doing so neither need, nor are presumed to have, institutional endorsement for

research and scholarly work in scholarly and in popular media, and when

UCT address and UCT designation when publishing the results of their

**UCT Administrative Documentation**

b)

this policy and these rules recognize the constitutional right to privacy;

a)

–

2.

students and staff);

viewing, storing, downloading or forwarding images, moving images,

i.

the following practices are prohibited-

f)

opinion must where relevant reflect this fact;

any act of publication by means of any internet protocol expressing a personal

e)

sound files, texts or recordings that are sexually explicit or sexually

limit on individual usage by volume for undergraduate students, postgraduate

of the internet protocols (This right to restrict may include the right to set a

the University reserves the right to restrict or otherwise control the use of any

d)

leased by the University;

the University retains the right to monitor traffic on all data lines owned or

c)

impersonating another user or another person;

educating for life and addressing the challenges facing our society.”

“OUR MISSION is to be an outstanding teaching and research university,

2

University of Cape Town, Private Bag X3, Rondebosch, 7701, Cape Town, South Africa

damaging or deleting files of another user;

iv.

iii.

network;

restricted resources either inside or outside of the University’s computer

hacking in any form, including gaining or attempting to gain access to

ii.

distribute such content;

is both legal and there is demonstrable academic need to access or

suggestive, racist, harassing, intimidating or defamatory, except where this

The following policies and rules on internet and email use do not in any way derogate

contract funding;

equipment acquired by the University from research funding and research

students and associates remain University property at all times, including

the computer equipment and resources provided by the University to its staff,

a)

University’s systems, and their use to support the University’s work.

anything, or cause anything to be done that would jeopardize the integrity of the

from the imperative that staff and students play their part in ensuring that they not do

4.

**General policy and rules on internet and email use**

Promotion of Access to Information Act.

summons, or in compliance with a request for a copy of a record made under the

executive officers or deans) for good cause shown, or without a court order or

community.

•

it does not impair the rights of other members of the University

•

it does not expose the University to any legal liability; and

duties as a staff member;

•

if by a staff member it does not interfere with the performance of his or her

**UCT Administrative Documentation**

obtained, and unless payment is made for the use;

•

it is not for personal gain unless prior written permission has been

•

it is not excessive;

private use of such equipment or resources is permitted to the extent that -

b)

**established for staff or student discipline.**

Council – October 2004

Approved:

*September 2004*

*Revised after consultation with staff*

PC 10 2004 (Item 61)

6.

**Violations of this policy will be handled in accordance with procedures**

**connection with private traffic unnecessarily.**

5.

educating for life and addressing the challenges facing our society.”

“OUR MISSION is to be an outstanding teaching and research university,

3

University of Cape Town, Private Bag X3, Rondebosch, 7701, Cape Town, South Africa

**Staff and students alike have a duty not to load the University’s internet**

vi.

flooding, or excessive cross postings on newsgroups (called spam);

unsolicited mail, commercial advertising of other businesses, mail-

the sending, whether on the internal email system or externally, of bulk

vii.

digital content;

software piracy, or other infringement of intellectual property rights in

viii.

another user;

obtaining without authorization the access codes and/or passwords of

v.

detection software.

use of a PC connected to the University network without running virus

xi.

authorization from the Executive Director: ICTS or his/her nominee;

connecting a modem to the University telephone network without

x.

**UCT Administrative Documentation**

political purposes.

issuing of unsolicited email to indicate or gain support for any religious or

ix.

agreement between the employee and the University;

except that of the University, unless such use is explicitly permitted by an

the use of any computer resource to promote any business or enterprise,