Acceptable Use Examples – Last Amended September 2020

Email Use

1. Acceptable:
    - Accessing your email account from another computer and making sure you do not save your password on that computer.
    - Putting an out of office message on your mailbox while on leave and unable to access email. Indicate in your out of office message who should be contacted in your absence.
    - In order to support effective business continuity it is recommended that shared mailboxes should be used by teams that work together.
2. Unacceptable:
    - Providing someone else with your password to access your emails while you are on leave and unable to access your email yourself.
    - While travelling on vacation asking a colleague to check your email for you by giving them your password.
    - A colleague is out sick, and he/she was receiving responses for an event. Rather than calling them at home to ask them to check their email, you attempt to gain access to their account by guessing their password.
    - Putting an out of office message on your mail box alerting others to how busy you are and unable to respond. If you are not on leave this is unacceptable as it creates tickets in the ticketing systems and ensures that the person who is emailing you has one more email to delete every time they email you.

Fair Share of Resources

3. Acceptable:
    - Conducting a video conference for legitimate work purposes e.g. with your colleagues at other institutions or organisations; HR interviews; remote meetings
4. Unacceptable:
    - Using your computer connected camera to display what is happening in your room or office on the Internet, and listing the site on major search engines and/or posting it on email distribution lists to ensure lots of visitors.

Adherence to Laws

5. Acceptable:
    - Storing legitimately-obtained or legally reproduced copies (with copyright notice) in a classroom to a group of students and faculty as part of the instructional program.
6. Unacceptable:
    - Making copies of songs or videos and setting up sharing to allow others to access this material from your computer.

- Playing video or audio to an audience for entertainment purposes unrelated to a teaching activity.
- Storing material that could be offensive to another in any format on a Rhodes device and/or on any Rhodes servers or facilities (eg. home directories, email accounts, Google drives etc) as there are I&TS staff that may from time to time have to access your directories.
- Storing personal files of any form on a departmental shared space.

For more examples, see Rhodes Copyright & Takedown procedure.

Other Activities

7. Unacceptable:
    - While running for political office, using your Rhodes email account to send out email about your candidacy to people who live in your district, promoting you as a candidate.
    - Using a computer connected to the Rhodes campus network for the running of a commercial business, selling products or services over the Internet. This includes conducting any private work (paid or otherwise) outside of your Rhodes University contract.
    - Downloading, storing, printing and/or displaying materials that could be perceived by others as contributing to an intimidating, hostile, or sexually offensive working environment.
    - Sending unauthorized and unsolicited email messages to other Rhodes community members or any other person.

User Compliance

8. Acceptable:
    - When registering as a user on the Rhodes network, and being presented with a policy, an individual reads it and agrees to it before proceeding to the next screen and acknowledges the content of that policy or instruction.
    - As virus alerts and other news is circulated by the I&TS Division, an individual takes the appropriate action to protect his or her computers from those threats.

9. Unacceptable:
    - Setting up email filters that removes or sets emails as spam from official Rhodes University lists or personnel.
    - Not checking Policy updates or ignoring them and pleading ignorance.