



Policy: Acceptable use of information technology

政策：信息技术使用规章

Purpose

目的

To establish the standards of acceptable use of the University's information technology (IT) and information infrastructure, and end-to-end network by authorised users.

对授权使用本校信息技术 (IT: Information Technology) 和信息基础设施以及终端之间的网络建立可接受的标准。

Overview

综述

Permission for members of the University community to use the University's IT and information infrastructure is contingent on compliance with this policy.

本校社区成员对本校信息技术和信息基础设施的使用许可须遵循本政策的前提下依情况而定。

Scope

范围

The policy applies to all members of the University community who have been granted access to IT and information infrastructure, including but not limited to ANU staff, students, VaHAs, contractors and affiliated organisations.

该政策适用于已获得授权使用信息技术和信息基础设施的本校社区全体成员，包括但不限于澳国立的员工、学生、VaHAs (Visiting and Honorary Appointment: 指定名誉访客)、合同工以及附属机构。

Definitions

定义

Authorised user: a person who has been granted access to all or part of the information infrastructure of the University by a responsible officer, as defined in the [Information Infrastructure and Services Rule 2015](#).

授权用户: 指已被校方负责人授予访问权限进入本校信息基础设施的个人, 与 [《信息基础设施和服务条例 2015》](#) 内释义相同。

Data: Includes raw data, micro data, unorganised facts or data sets in any format.

数据: 包含原始数据, 个人数据, 非机构事实或任何形式的数据组。

Information: Data that is processed, organised, structured or presented in a given context so as to make it useful in any format.

信息: 经过处理、排列、组织或呈现在指定内容里, 可以在任何形式下加以利用的数据。

Information infrastructure: includes the buildings, permanent installations, information services, fixtures, cabling, and capital equipment that comprises the underlying system within or by which the University:

信息基础设施: 包含校园内的或者用于以下用途的建筑物、固定设施、信息服务、固定装置、电缆和组成本校根本系统的重要设备:

- holds, transmits, manages, uses, analyses, or accesses data and information; and
保存、传送、管理、使用、分析或者存取数据和信息; 以及
- transmits electronic communication.
传送电子信息。

Integrated Communication Network (ICN): the University network infrastructure including the following network sites – Acton Campus, ANU UniLodge, Hume Library Store, Gowrie Hall, Mount Stromlo Observatory, Siding Spring Observatory, North Australia Research Unit, University House Melbourne, ANU Medical School remote sites and hospitals, and ANU Exchange sites.

一体式信息网络(ICN): 本校网络基础设施包括以下网络地址 – 阿克顿校区、澳国立优学之家宿舍、休谟图书馆、商店、高里宿舍、斯特朗洛山天文台、北澳大利亚研究、墨尔本校区大学宿舍、澳国立医学院远程场所和医院以及澳国立交流场所。

Network access: access to the University's ICN.

网络访问: 进入本校一体式信息网络(ICN)。

Network connecting devices: includes servers, storage devices, desktop computers, laptop computers, printers, scanners, photocopiers, mobiles, tablet devices, other personal computing devices, and any computing devices with networking interfaces capable of connecting to the ICN.

网络连接设备: 包括服务器、存储设备、台式电脑、笔记本电脑、打印机、扫描机、复印机、手机、平板电脑、其他个人电子设备以及任何具有网络接口可以连接进入一体式信息网络的电子设备。

System owner: the senior member of staff with delegated responsibility for information assets, including defined responsibilities for the security of the data, information and application component of the asset, determining appropriate classification of information, defining access rights, the implementation and operation of enterprise systems, and ensuring that information asset risk is identified and managed. System owners are a Service Division Director or an equivalent management position.

系统所有者: 对信息资产有委托责任的高级别员工，其责任包括对数据、信息和资产应用部分安全所规定的责任，确定相关信息类别，定义访问权限、公司系统的实施和运营，以及确保信息资产风险可识别管理。系统所有者为服务部门主管或者同等级别的管理人员。

User: a person (wherever located) who accesses the information infrastructure. This includes services intended for public use.

使用者: 可以进入信息基础设施（无论地点）的人。这包括提供公共使用的服务

VaHA: Visiting and Honorary Appointments; formerly referred to as Persons of Interest (POIs).

VaHA: 指定名誉访客; 旧指利益相关人员（POIs）。

Visitors: authorised users who are part of the University community, but are not ANU staff or students, who have been approved by a delegate to have access to specific information infrastructure and services. This term preplaces the previously use term of affiliate.

访客: 指非澳国立员工或学生的其他本校社区成员，但获得批准有权限进入特定信息基础设施和服务的授权用户。本术语替代先前术语“附属机构”。

Policy statement

政策声明

1. This policy and related documents draw their authority from the [Information Infrastructure and Services Rule 2015](#).

该政策和相关文件依据 [《信息基础设施和服务条例 2015》](#) 而制定。

2. Acceptable use is defined as activities undertaken in the course of performing the functions of the University, as specified by the [Australian National University Act 1991](#).

使用规章是指在本校职能得以正常进行的前提下所进行的活动，如 [《澳大利亚国立大学法案 1991》](#) 所述。

3. Members of the University community are permitted use of the University's IT and information infrastructure, unless explicitly denied use by the University, or under specific legislation. Authorised users are required to use IT and the end-to-end network responsibly, safely, ethically, and legally.

除非被本校或特定法规明文禁止，本校社区成员皆准许使用本校信息技术和信息基础设施。授权用户需要负责地，安全地，合乎道德地以及合法地使用信息技术和终端网络。

4. University IT facilities and services, such as email, must not be used to conduct personal business or unauthorised commercial activity. Limited personal use of University IT is acceptable, however access can be revoked at any time and is subject to the same monitoring practices as employment related use.

大学信息技术设施和服务（例如电子邮件）不可用于进行个人商业活动或未授权的贸易活动。有限度地使用大学信息技术用于私人用途是可以接受的，然而，该行为同样需要依照雇佣相关的监管常规进行，否则本校可以随时吊销其访问权限。

University responsibilities

本校责任

5. To support its core activities of teaching and research, the University is responsible for:

为保持教学和研究的核​​心活动，本校对以下情形负责：

- a) ensuring the security, integrity, accessibility, authority, and fitness of the University's IT and information infrastructure;

确保本校信息技术和信息基础设施的安全性、完整性、可访问性、授权权限和适用性；

- b) providing users with relevant legal information regarding the use of IT and information infrastructure;

为用户提供和使用信息技术和信息基础设施的相关法律信息；

- c) ensuring software used by the University is licensed in accordance with the procurement and contracts licensing procedures, as found in the [ANU Policy Library](#);

确保本校使用的软件处于授权状态，符合购买和授权合约流程，可参见[澳国立政策汇总](#)；

- d) backing up University data and information in University storage infrastructure subject to any requirements under the [Records and Archives Management Policy](#);

依照[《记录和档案管理准则》](#)备份学校数据和储存在基础设施内的信息；

- e) providing infrastructure networks to meet the information access needs of the University, and to enable collaboration with external, local, national and international research and education institutions;

提供基础设施网络，以便满足本校存取信息的要求，并使本校可以与外部、内部、全国性的以及世界性的研究和教育机构进行合作；

- f) governance, management and assurance of all systems, including enterprise systems and applications; and

对包括公司系统和应用程序在内的所有系统进行监理、管理和保障；

- g) the design, operation, and management of the end-to-end data and voice networks.

设计、运营和管理终端之间的数据和语音网络。

User responsibilities

用户责任

- 6. Authorised users of the University's information infrastructure and end-to-end network use the University's IT and information infrastructure in a manner that is consistent with the provisions of the [Code of Conduct](#), [Discipline Rule](#) and [Information Infrastructure and Services Rule 2015](#). These provisions include but are not limited to the following statements.

本校信息基础设施和终端之间网络的授权用户在使用本校信息技术和信息基础设施时，需要确保其行为与以下规定一致：[《行为准则》](#)，[《纪律规则》](#)和[《信息基础和服务准则 2015》](#)。这些规定包含但不仅限于以下声明：

- 7. Authorised users of the University's information infrastructure and end-to-end network:

本校信息基础设施和终端之间的网络授权用户；

- a) use IT and information infrastructure within the directions, limits, and obligations of University Statutes and Rules, and maintain an appropriate level of awareness and compliance with University policies and procedures; and

在学校章程和条例的指引、限制和规定的责任下使用信息技术和信息基础设施，和对学校政策和程序保持合适的熟知度并遵守；以及

- b) use software and services within the conditions of use specified in the software licence or within any licence agreement between the University and a vendor.

在软件许可证所规定的使用条件下，或是在本校与卖方所签订的授权合约下使用软件和服务。

- 8. Authorised users of the University's information infrastructure and end-to-end network do not:

本校信息基础设施和终端之间网络的授权用户不可：

- a) attempt to breach security to access information or parts of the information infrastructure that are outside their authority;
试图破坏信息入口安全或者权限外部的部分信息基础设施；
- b) allow access to the information infrastructure or end-to-end network to unauthorised users;
允许未被授权用户进入信息基础设施或者终端之间网络；
- c) use another user's credentials, masquerade as, or represent, another user;
使用其他用户的登录资格，伪装成或者是代表其他用户；
- d) intentionally connect compromised or unapproved devices, or communication equipment to the University's information infrastructure or end to end network;
有意地连接对本校信息基础设施或者终端之间网络有危害的或者未经批准的装置或交流设备；
- e) use IT, information infrastructure, or the end-to-end network to harass, threaten, defame, libel, or illegally discriminate (as defined in relevant legislation);
使用信息技术、信息基础设施或终端之间网络用于恐吓、威胁、诋毁、诽谤或者非法歧视（与相关法规内释义相同）；
- f) create, transmit, access, solicit, or knowingly display or store electronic material that is offensive, disrespectful, or discriminatory, as identified under the [Code of Conduct](#) and [Discipline Rule 2018](#);
创建、传送、进入、索求或者故意展示或存储含有冒犯、无礼或是歧视性的电子材料，与[《行为守则》](#)和[《纪律规则 2018》](#)内释义相同；
- g) contravene any provision of the *Copyright Act 1968*, including, but not limited to, unauthorised use of copyright material, and downloading or sharing pirate content using the University's information infrastructure or end-to-end network;
违反《*版权法案 1968*》的任何一项规定，包括但不仅限于未经授权地使用受版权保护资料，使用本校信息基础设施或终端之间网络下载或分享盗版内容；

h) modify or remove University information without authority to do so;

在未经授权的情况下篡改或删除学校信息；

i) breach the confidentiality of others, or the University, and the confidential information of others or the University. Information is considered confidential, whether protected by the computing operating system or not, unless the owner intentionally makes that information available; and

违反其他用户或本校的保密性，以及泄露其他用户或本校的机密信息。不论是否受到计算机运行系统的保护，信息皆具有保密性，信息所有者有意公开信息的情况除外；以及

j) damage or destroy IT equipment used to access the information infrastructure and end-to-end network.

损坏或破坏用于进入信息基础设施和终端之间网络的信息技术设备。

Breaches

违反

9. Identified breaches of this policy and related documents are investigated under the following:

根据以下规定，调查被发现有违反本政策和相关文件的情况：

- [Information Infrastructure and Services Rule 2015:](#)

[《信息基础设施和服务条例 2015》](#)；

- [ANU Code of Conduct](#)

[《澳国立行为准则》](#)

- [Discipline Rule 2018](#)

[《纪律规则 2018》](#)

Legislation, standards, and regulations

法规、标准和规定

10. To enable better practice within its policy and procedural frameworks, the University recognises, and is consistent with, the following standards and regulations:

Policy: Acceptable use of information technology

政策: 信息技术使用规章

为了确保在该政策和程序框架内更好的进行实践，本校承认并遵守以下标准和规定：

- **Australian National University Act 1991**
《澳大利亚国立大学法案 1991》
- **Australian Government Protective Security Policy Framework**
《澳大利亚政府安全保护政策框架》
- **Public Governance, Performance and Accountability Act 2013**
《公共治理、绩效、问责法案 2013》
- **Public Governance, Performance and Accountability Rule 2014**
《公共治理、绩效、问责法案 2014》
- **Commonwealth Crimes Act 1914**
《联邦犯罪法案 1914》
- **Privacy Act 1988**
《隐私法案 1988》
- **Telecommunications Act 1997**
《电信法案 1997》
- **Telecommunications Regulations 2001**
《电信法规 2001》
- **Telecommunications (Interception and Access) Act 1979**
《电信法案（侦听和访问） 1979》