



1 PURPOSE

This document details the terms of use of SYC's public computers. In order to maintain the security and integrity of SYC's technology resources it is essential that acceptable usage of the facilities is adhered to.

2 TERMS OF USE

- 2.1 **Access:** Public users may access only the computers designated for public use. Members of the public **MUST NOT** use computers that are identified as staff devices.
- 2.2 **Internet Use:** Internet access is provided for research, educational purposes, and lawful activities. Public users are expected to navigate the internet responsibly and avoid accessing content that is illegal, offensive, or not related to the service being provided by SYC.
- 2.3 **Privacy and Security:** SYC provides a secure network for public users that is isolated from SYC's corporate network. Public users are prohibited from attempting to access SYC's corporate network and authorised accounts. Public users should respect the privacy of others and not attempt to infringe upon, or bypass security measures put in place by SYC.
- 2.4 **Software and Applications:** Public users may only use software and applications that are pre-installed on the public computers. The installation of additional software or applications by public users is strictly prohibited.
- 2.5 **Data Storage and Responsibility:** SYC takes no responsibility for the storage, backup, and privacy of files on public computers, as these systems are accessed by multiple users. Individuals are advised to safeguard their data and should not rely on public computers for long-term storage or expect privacy for their files. Public users are encouraged to use external storage devices or cloud services for their personal data needs and to ensure they remove all personal data before ending their session.
- 2.6 **Printing and Downloading:** Limited printing and downloading capabilities may be provided. These are intended for personal, non-commercial use only. Public users must comply with copyright laws and all relevant terms and conditions when downloading and printing materials.
- 2.7 **Monitoring and Compliance:** Use of public computers may be monitored to ensure compliance with this policy. SYC reserves the right to limit or revoke access to its computers for anyone who violates these guidelines.

3 PROHIBITED ACTIVITIES

- 3.1 The following activities are strictly prohibited for members of the public using SYC's public computers:
 - 3.1.1 Accessing, transmitting, or downloading illegal, offensive or inappropriate content.



- 3.1.2 Engaging in any form of harassment or discrimination.
- 3.1.3 Attempting to gain unauthorised access to restricted information or networks.
- 3.1.4 Introducing malware or other harmful software.
- 3.1.5 Conducting any form of commercial activity or solicitation.

4 ENFORCEMENT AND CONSEQUENCES

- 4.1 Violations of this policy may result in immediate termination of computer access privileges for the offending individual.
- 4.2 Serious violations may be reported to the appropriate authorities and may lead to further action.

5 DEFINITIONS

For purposes of this document, unless otherwise stated, the following definitions shall apply.

Term	Definition
Public User	Participants of SYC programs, or any other person that utilises devices identified for public use provided by SYC.

6 ASSOCIATED DOCUMENTS / REFERENCES

In support of this Policy, the following documents apply:

- **Privacy Policy**

7 APPLICABILITY, ACCOUNTABILITY, RISK ASSESSMENT AND PROPERTIES

- 7.1 This policy applies to all members of the public who are granted access to use SYC's computers in designated areas. It covers the use of hardware, software, and internet access provided by SYC.
- 7.2 Compliance with this policy will be determined through monitoring Firewall and System Logs.
- 7.3 Monitoring of usage will be performed by authorised Information Technology personnel only.



Public Computers Terms of Use Policy

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