

Internet and Social Media Policy

This Internet and Social Media Policy applies to all residents of Kew Student Residence who have access to computers and smart devices connected to the internet service provided by Kew Student Residence.

Introduction

Use of the Internet by residents is permitted and encouraged, however, access to the Internet through Kew Student Residence is a privilege and all residents must adhere to the policies concerning Computer, Email and Internet usage.

Included here is also a related, but separate Social Media Policy. Violation of these policies could result in disciplinary and/or legal action leading up to and including termination of tenancy. Residents may also be held personally liable for damages caused by any violations of this policy. All residents are required to acknowledge receipt and confirm that they have understood and agree to abide by the rules hereunder.

COMPUTER, EMAIL & INTERNET USAGE

Residents are expected to use the Internet responsibly and productively. The internet service provided by Kew Student Residence should be used for web browsing, email access and web streaming for educational purposes (e.g. online lectures or access to reference materials) only.

All Internet data that is composed, transmitted and/or received by Kew Student Residence computer systems is considered to belong to Kew Student Residence and is recognised as part of its official data. It is therefore subject to disclosure for legal reasons or to other appropriate third parties. The equipment, services and technology used to access the Internet are the property of Kew Student Residence and the company reserves the right to monitor Internet traffic and monitor and access data that is composed, sent or received through its online connections. All usage is monitored by a third party and usage reports are made available to the Manager(s) of Kew Student Residence. All sites and downloads may be blocked by Kew Student Residence if they are deemed to be harmful and/or vulgar.

Unacceptable use of the internet by residents includes, but is not limited to:

- Access to sites that contain obscene, hateful, pornographic, unlawful, violent or otherwise illegal material
- Sending or posting discriminatory, harassing, or threatening messages or images on the Internet
- Using computers to perpetrate any form of fraud, and/or software, film or music piracy
- Stealing, using, or disclosing someone else's password without authorisation
- Downloading, copying or pirating software and electronic files that are copyrighted or without authorisation
- Hacking into unauthorised websites
- Sending or posting information that is defamatory to other individuals or organisation
- Introducing malicious software onto the network

If a resident is unsure about what constitutes acceptable Internet usage, then he/she should ask the Manager for further guidance and clarification. All terms and conditions as stated in this document are applicable to all users of Kew Student Residence's network and Internet connection.

Kew Student Residence

SOCIAL MEDIA USE

Social media platforms, such as Slack, are used by Kew Student Residence to communicate information. Whether social media is used for official purposes (such as, but not limited to, the setting up of private slack channels, as well as the official and public KSR Facebook page, Instagram and Twitter accounts) or for private use, all people, including students and staff, must use the platforms appropriately.

Unacceptable use of social media is guided by the Internet Usage Policy. To be clear, however, unacceptable use by residents includes, but is not limited to:

- Making any derogatory comments about any other person
- Harassing, ridiculing or bullying another person in any way
- Creating any written or visual material that could be considered hurtful or demeaning

The private Slack page, to which you will be invited, is to be used for communication amongst the Res community. Such communication includes:

- swapping of duties
- notification of events
- organising social activities
- requests from staff etc.

Official Slack Channels should not, under any circumstances, be used for bullying or any banter of a discriminatory nature between members of the Res. Slack Channels should not, under any circumstances, be used as a space to communicate your frustration or anger towards any other member(s) of the community. Grievances or complaints should be handled face-to-face where possible (refer to Grievance Policy).

All terms and conditions as stated in this policy reflect an agreement of all parties and should be governed and interpreted in accordance with the policies and procedures mentioned above. Any user violating these policies is subject to disciplinary actions deemed appropriate by Kew Student Residence Management.

| Version | Date | Owner |
|--------------|-----------|---------------------------|
| Version 1 | 27/1/2015 | S Chatelier |
| Version 2 | 1/9/2020 | M Gellie |
| Version 3 | 10/1/2024 | H Constantine / G Younger |
| Version 4 | 14/8/2024 | H Constantine |
| Version 5 | | |
| Next review: | 10/1/2026 | |