

The University of Western Australia
Information Technology Services

Request for Networking Access on Cyllene

(Please **PRINT** clearly, using **blue or black ink** and ensure you read the *Notes for Applicants* overleaf)

Username (3-8 alpha-numeric characters, should be based on your name, is part of your email address and **cannot be changed**. See notes overleaf):

First Preference

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Second Preference

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Applicant's surname: **Given name and initial:**

Contact phone: **UWA Staff number:**
Students cannot use this form!

Non-UWA applicant: **Visitor** **Hospital staff** **Other**

Position: **Location:**

Notify via (select ONE): Internal mail to applicant named above: Mail Bag Delivery Point (MBDP):
 Internal mail to: Name: MBDP:
 Email: Address:.....

Connection information: I want to connect: via modem to **UWA dialin service** using **SNAP/VPN**
I am aware my **department MUST authorise "Dialin" access** below for **unrestricted** access from any of the above.

DECLARATION BY APPLICANT

I understand that the Cyllene server is for networking and related purposes only. I will not install or copy on to the system any software or version of existing software unless ITS approval has been specifically granted. I have read and agree to abide by the UWA Computer and Software Use Regulations and the ITS Cyllene Username Management Policy, as attached. I understand that users who breach the rules may be denied further access. I have also read and accept the disclaimer.

Signature: **Date:**

AUTHORISATION

Authorisor to sign and date **after** applicant completes form - see notes overleaf

Authorising UWA School/Unit Name:

Name:

Signature: **Date:**

Status of authorisor: Head Manager Acting Head/Mgr Registered with ITS

Dialin/SNAP/VPN access: None Restricted Unrestricted

(Applies **ONLY** to dialin/SNAP/VPN access, not standard access from desktop computers on UWA network.
If no box is marked, default will be Restricted or None unless prior arrangements have been made.)

Billing: any charges will be debited to the default PG for the Business Unit nominated above

ITS USE ONLY

Date created IP Number: 130.95..... Lists

Date notified Method: *In person* *Internal mail* *Email*

NOTES FOR APPLICANTS:

IMPORTANT: This form MUST be authorised by Head of a UWA Business Unit (or delegate with signature recorded at ITS) AFTER you have completed, signed and dated it.

Forms will be returned to the sponsoring unit if they are incomplete, incorrect or outdated (for new form, see http://www.ucs.uwa.edu.au/web/staff/email/cyllene_application)

Username: The username is part of your email address and is displayed openly, unlike a password which is like a PIN and kept secret. **Choose the username carefully - it cannot be changed.** We strongly recommend your name or initials, but avoid incomplete names. There will be delays in processing if the username requested is not based on your name. If username section is left blank, ITS will generate one.

Dialin/SNAP/VPN access: You must complete the *Connection information* section overleaf **AND** the authoriser must also indicate whether *Dialin/SNAP/VPN access* is permitted.

Dialin access for this form means access to the UWA dialin service. If you already have access at home using an external provider (eg Telstra's BigPond service) you do not need dialin access - although you may need VPN access if you need access to restricted UWA websites from home.

If you don't have another service provider and wish to access your UWA email from home, you need dialin access of some sort, or to use a **web browser** (eg Internet Explorer, Firefox, Netscape or Safari) to access non-local sites, you need **unrestricted** dialin access.

Students: No access is available to students via Cyllene. Those wanting sponsorship by their unit should activate their Student username, and complete the form *Request for Sponsored Student Internet Access*.

UWA staff are strongly advised to include their staff number.

Paper notification will be sent only to UWA or Hospital addresses. Please include Mailbag Number.

NOTES FOR AUTHORISORS:

See http://www.ucs.uwa.edu.au/web/staff/email/cyllene_application for a new form.

This form must be signed and dated by a registered authorisor **AFTER** the applicant has fully completed the form and signed the Declaration. We also need the form to have **ORIGINAL** signatures for both applicant and authorisor - fax or photocopy is not acceptable.

Please do not authorise dialin/SNAP/VPN access unless the applicant needs it; dialin IP numbers are a scarce resource.

Charges will be debited to the Clearing Project/Grant **or** a nominated default Project for this Business Unit unless alternative arrangements have **previously** been made. Unless there are exceptional circumstances, ITS will record only one project per business unit

ITS does not bill individuals, only Business Units. The department will receive a monthly notice of charges accrued by each individual username.

Please detach this form and return it to
Cyllene Accounts, ITS, Mailbag M463

Please RETAIN the Regulations and Policy pages for your future reference

Please detach these regulations and RETAIN them for your future reference.

The University of Western Australia

COMPUTER AND SOFTWARE USE REGULATIONS

Definitions

1. In these regulations:
 - (1) "authorised person" shall mean a person who had been authorised in writing by the Registrar, the executive dean or dean of any faculty, or the head of a department, unit, centre or section of the University to authorise persons to use a facility;
 - (2) "facility" shall mean every item and kind of computer equipment, computer software, network and related items and equipment provided by the University, whether or not owned by the University, and includes any items and equipment to which access is given by or through the University;
 - (3) "non-University facility" shall mean any item and kind of computer equipment, computer software, network and related facility which is not provided by the University.
2. Without limiting the generality of the definition contained in sub-regulations 1(2) and (3), the terms "facility" and "non-University facility" shall include:
 - (a) free-standing computers, networked computers, time-shared computers and terminals;
 - (b) any network connecting a computer or terminal to any other computer or terminal wherever that other computer or terminal is located;
 - (c) peripherals;
 - (d) media;
 - (e) all forms of software;
 - (f) components and parts of components;
 - (g) operating manuals.

Application

3.
 - (1) These regulations shall apply to the use by any person of any facility provided by the University.
 - (2) Sub-regulation 12(3) shall apply to employees of this University who use a non-University facility in the course of their employment.
 - (3) For the purpose of these regulations the University shall be taken to have provided a facility when it makes a facility available for use, regardless of whether the University is the owner of that facility.

Authorised Persons

4.
 - (1) The Registrar, the executive dean or dean of any faculty, or the head of any department, unit, centre or section of the University may give written authority for persons to act as authorised persons within the meaning of and for the purpose of these regulations.
 - (2) The authority conferred upon an authorised person may be limited in respect of -
 - (a) the facility or facilities which the authorised person may permit persons to use;
 - (b) the conditions which the authorised person may impose on the use of a facility;
 - (c) any other condition which the Registrar, the executive dean or dean of any faculty, or the head of any department, unit, centre or section of the University may impose.

Use of Facilities

5. (1) A person shall not use a facility without the permission of an authorised person for the facility.
 - (2) It shall be the responsibility of any person who wishes to use a facility to ascertain who is an authorised person for that facility and to obtain the permission of that person for its use.
6. (1) In granting permission to use a facility an authorised person may impose conditions upon the use of that facility which, among others, may include conditions relating to -
 - (a) the purpose for which the facility may be used;
 - (b) the manner in which the facility may be used;
 - (c) the time at which the facility may be used;
 - (d) the period of time for which the facility may be used;
 - (e) the number of persons who may be permitted to use a facility;
 - (f) payment for use of the facility;
 - (g) compliance with the *Copyright Act, 1968* (Cth) as amended from time to time or any corresponding law in force at any time and all other laws (statutory or otherwise) and any licences relating to the use of that facility.
 - (2) A person shall use a facility in accordance with the conditions imposed upon the use of that facility.
 - (3) Without limiting the general application of sub-regulation (2), a person shall use a facility only for a purpose permitted by an authorised person or, if no purpose, for the use of that facility is specified by an authorised person, use a facility only for a purpose reasonably connected with their employment at the University or their enrolment as a student at the University.
7. (1) A person shall not divulge a password or code enabling access to a facility unless permitted to do so by an authorised person.
 - (2) A person who is permitted to use a facility shall take reasonable precautions to secure his or her passwords, accounts, software and data.
 - (3) A person shall not use the password or code of another person to gain access to a facility unless permitted to do so by an authorised person.
8. (1) A person shall not examine or attempt to examine the data or programmes of another person stored on a facility unless permitted to do so by that other person or by an authorised person.
 - (2) A person shall not modify or attempt to modify the data or programmes of another person stored on a facility unless permitted to do so by that other person or by an authorised person.
 - (3) A person shall not disclose, copy, rename or delete the data or programmes of another person stored on a facility or attempt to do any of those things unless permitted to do so by that other person or by an authorised person.
9. A person shall not use a facility for the purpose of sending or attempting to send an obscene, abusive, fraudulent, threatening or unnecessarily repetitive message.
10. A person shall not modify, alter or destroy a facility or attempt to do so.
11. A person shall not connect any item of computing equipment to, or install any software on any facility or attempt to do either of those things unless permitted to do so by an authorised person.
12. (1) A person shall use a facility in a manner which complies with the provisions of the *Copyright Act, 1968* (Cth) as amended from time to time or any corresponding law in force at any time and with the requirements of all other laws (statutory or otherwise) and any licences relating to the use of that facility.

- (2) Without limiting the general application of sub-regulation (1), a person shall not -
- (a) on or in connection with a facility, use any software which has been unlawfully obtained;
 - (b) use any facility in such a way as deliberately to interfere with the reasonable use by another person of that facility, any other facility or any non-University facility.
- (3) An employee of the University who uses a non-University facility in the course of his/her employment -
- (a) shall use that facility in a manner which complies with the provisions of the *Copyright Act, 1968* (Cth) as amended from time to time or any corresponding law in force at any time and with the requirements of all other laws (statutory or otherwise) and any licences relating to the use of that facility;
 - (b) shall not use any software which has been unlawfully obtained;
 - (c) shall not use that facility in such a way as deliberately to interfere with the reasonable use by another person of any facility or any non-University facility.
13. (1) A person who acquires any facility in the name or on behalf of the University shall notify the appropriate executive dean or dean of the faculty, head of department, unit, centre or section of the acquisition and provide that person with copies of any licence agreement applicable to the facility.
- (2) The executive dean or dean of the faculty, the head of the department, unit, centre or section shall
- (a) appoint an authorised person for the facility; and
 - (b) provide the authorised person with a copy of any licence agreement applicable to the facility.
- (3) The authorised person for the facility shall take reasonable steps by acting pursuant to Regulations 6 and 14 and by such other measures as shall appear appropriate and reasonable to ensure that there is compliance with the terms of any licence agreement applicable to that facility.
14. An authorised person may seek authority through the Registrar to examine any data stored on or any software used in connection with a facility for the purpose of ensuring that the use of that facility complies with -
- (a) the conditions imposed on its use by that authorised person;
 - (b) these regulations;
 - (c) any licence relating to the use of that facility;
 - (d) the *Copyright Act, 1968* (Cth) as amended from time to time or any corresponding law in force at any time and with the requirements of all other laws (statutory or otherwise).
15. A breach of these regulations shall be -
- (a) a breach of discipline for the purpose and within the meaning of Statute No 17;
 - (b) a breach of the terms of the contract of employment of any employee of the University;
 - (c) a breach of the terms of the contract of engagement or any other agreement pursuant to which any person is given access to a facility.

(SL/Computer and Software Reg)

University of WA Disclaimer of Liability

By accessing its IT services you accept and agree that The University of Western Australia provides IT services with reasonable care and skill. However, insofar as the Law permits, the University makes or implies no warranty as to the quality, continuity, life or wear of any materials or services supplied, or that they will be suitable for any particular purpose or for use under any specific conditions. Nor do the University and its staff accept any responsibility for the use which you make of advice or information which they give, of opinions which they express, or of materials, services, certificates or documents which they supply.

ITS Cyllene Username Management Policy

Usernames on the departmental server(s) belong to the authorising business unit. The business unit, through the Head or a registered delegate, may request that a username be removed, locked or have its password changed. While ITS will attempt to give some prior notice, the department may insist on immediate action.

Passwords - Cyllene passwords must be changed at least once every year. Notice of expiring password is sent automatically to the username's cyllene mailbox. It is the applicant's responsibility to ensure the cyllene mailbox is read regularly or to have cyllene mail redirected to another mailbox that is read.

Passwords should **NOT** be saved in applications. This is a security risk, and a monetary one. If a computer is stolen, it could be used to dial in and download hundreds of dollars of network traffic at the department's expense.

If passwords are forgotten, for security reasons new ones will not be issued via phone or email. We also will not issue a new password to anyone other than the account holder, or a registered delegate for the authorising department.

Username expiry - Notice of expiry is sent automatically to the username. Renewal must be authorised by the department. By default, the expiry will be 31 March each year.

Removal of inactive usernames - A cyllene username which has been inactive for more than 6 months will be removed. An inactive account is defined as one which has expired or for which the password has expired.

Mailboxes -

No message greater than 10 megabytes can be sent or received by cyllene.

Mailing list subscriptions should be unsubscribed if you will be unable to clear messages frequently.

If a cyllene mailbox exceeds 100 megabytes and has not been checked for one month without prior arrangement, any of the following could occur without prior notice:

- compaction and archival of mailbox
- termination of any mailing list subscriptions
- removal of archived mailbox if not retrieved within 3 months.

Notice will be sent after archival to inform user of what has occurred and how to arrange retrieval.