

# University of New England Information Technology Directorate

## Modem Charging Operating Procedure

(Revision of "ITD Policy on Charging for Modem Accounts", December 1999)

Revision No.: 2.3

Approved By: Peter Edwards, Director ITD

Date: July 2004

Author: Martina Linnemann

Access Level: Public

Related Policies & Documents:

- i. Conditions of Use.
- ii. Rules for the Use of University of New England Computing and Communications Facilities.

### 1. Preamble:

#### 1.1. Guidelines:

- 1.1.1. This operating procedure will be implemented under the direction of the Director of Information Technology (DIT).
- 1.1.2. The operating procedure will be made publicly available and communicated to the University community.
- 1.1.3. This operating procedure is to be read in conjunction with the related policies and documents listed above, any other relevant University operating procedure documents and relevant State and Federal legislation.
- 1.1.4. Changes to this operating procedure must be carried out in accordance with ITD's "Submission & Approvals Process for New & Amended Policy".

#### 1.2. Objectives:

- 1.2.1. To provide guidelines for the charging of Modem Accounts held at UNE.

### 2. Operating Procedure:

#### 2.1. Scope

- 2.1.1. This operating procedure applies to all staff members granted access to or making use of the University's dial-up facilities.

#### 2.2. UNE Modem Accounts

- 2.2.1. Staff members with a current UNE computer account can apply for access to the university dialup services. If approved, a modem account will be set up for the staff member.
- 2.2.2. Modem accounts are only available to staff members at UNE.
- 2.2.3. Access must be approved by the Head of School or Supervisor.
- 2.2.4. A costcode needs to be provided for the modem account.

### **2.3. Charges**

**Director ITD:**

Approved: \_\_\_\_\_

Date: \_\_\_\_\_

**Executive Director (Business and Administration)**

Approved: \_\_\_\_\_

Date: \_\_\_\_\_

## **Appendix A**

### **Non-University Community members eligible to be subscribed to “une-official”**

1. University Partnerships
2. Members of UNE Council
3. AGBU
4. Centre for Water Policy Research
5. Institute for Rural Futures
6. National Marine Science Centre
7. Oorala
8. Student Health
9. UNE Partnerships
10. UNE Sport
11. UNE Sydney
12. UNE Tamworth
13. UNE Taree
14. UNE Union
15. UNEPA
16. UNESA
17. Yarm Gwanga