

CYBERETHICS@UNE-GUIDELINES FOR STUDENTS ON ONLINE BEHAVIOUR

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CYBERETHICS @ UNE

A GUIDE TO STAYING SAFE (AND OUT OF TROUBLE) WHILE ONLINE

At UNE the official method of written communication is via email to your UNE email address. You **must check your UNE email** address at least once per week. UNE also uses bulletin boards, chatrooms, blogs, Facebook and many other social networking sites. You may not use any IT resource to harass, menace, defame, vilify or discriminate against any person (NOTE: It is important to understand that in matters of discrimination and harassment it is the reasonable perception of the recipient and not the intention of the sender that is significant). In certain cases an individual may be personally liable even if they aid another user who is discriminating, harassing or vilifies another person.

| Do | DON'T |
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| Do respect and protect the privacy of others. Never exploit another students' account (in any form whether UNE webmail, myUNE or Facebook) that may have been inadvertently left logged in on a public computer. | Don't use systems in a manner that constitutes an infringement of copyright. Copyright material includes software, files containing images, artistic works, graphics, games, films & music (including MP3s) and video files |
| Do carefully protect your electronic identity. Make sure that whenever you leave a public computer you log out of any and all sites you may have visited (you may be held accountable for any misuse of your account(s)) | Don't visit sites that contain obscene, hateful, pornographic or other image material; use any Uni computer to perpetrate any form of fraud (even in jest); use the network to send offensive or harassing material to others. |
| | Don't use the University name or images (including logos) in a way that implies endorsement of organisations, products or services. Requests to use this material should be directed to Marketing & Public Affairs. |

Email

1. Always remember you are communicating with other human beings. Introduce yourself, be courteous and tolerant!
2. Remember that emails can become public – never write anything you would be concerned about reading as a newspaper headline or allowing your mum to read!
3. Take care when choosing a subject heading – try to ensure it gives a clear idea of what the email is about.
4. Avoid writing in capital letters for more than a word or two as it can be interpreted as shouting.
5. Clearly identify yourself with your full name or a signature – there are many students at UNE named ‘Ben’ or ‘Michelle’.
6. Avoid sending an email if you are angry or upset – sleep on it before you press send!
7. Only email what would be commonly in ‘good taste’ and don’t forward chain emails or reply to spam.

Bulletin Boards, Chatrooms, Blogs and Forums

- On-line unit discussions are a published and open forum for communications between students and also with the unit coordinator.
- Derogatory or inappropriate comments are unacceptable and subject to the same disciplinary action as if they occurred in the physical classroom.
- Students should bear in mind that comments published on discussion boards are a matter of record and are subject to the same rules as all communications within the university.
- Consequences of breach of these protocols may result in one or more of the following:
 1. Requirement of a retraction and/or apology to the party/ies affected.
 2. Removal of any comments deemed to be inappropriate or derogatory by site administrators.
 3. Disciplinary action under the UNE Student Behavioural Misconduct Policy, or any other appropriate UNE policy.
- If you feel that there has been a breach of these guidelines, you should contact your Unit Coordinator or, to make a formal complaint, the Service Quality Unit (<http://www.une.edu.au/service-quality>).

General Tips

1. Before asking a question check out the questions other students have asked and the response sent.

2. Try to add your comments to the appropriate thread or topic area.
3. Give others a chance to comment.
4. Be mindful of cultural differences.
5. Avoid making remarks which are racist, sexist or offensive,
6. Keep to the topics in the unit – if you wish to discuss other aspects of the student experience do so privately.
7. Always remember that you are a representative of UNE and act appropriately!

Social Networking Sites

1. Never post your personal information, such as your telephone number or address;
2. Be careful what personal information you post. You can still use the site to network, but don't post anything someone may use against you.
3. Never give out your password to anyone;
4. Only add people as friends to your site if you know them in person.
5. Think before posting your photos. Personal photos should not have revealing information and never post sexually provocative photos of yourself or your friends.
6. Check the privacy settings of the social networking sites that you use:
 - a. Set privacy so that people can only be added as your friend if you approve it.
 - b. Set privacy so that people can only view your profile if you have approved them as a friend.
7. Always remember what you post online is not private. You can't "take back" the online text and images you've entered. Once online, "chat" as well as other web postings become public information. Many web sites are "cached" by search engines, and photos and text can be retrieved long after the site has been deleted.

Important Links for your Information

All students should refer to the links below to ensure that they fully understand their rights and responsibilities associated with online use.

- *Student Behaviour Misconduct Rules:*
<http://www.une.edu.au/policies/pdf/studentbehaviouralmisconductrules.pdf>
- Information Technology Directorate *Email Operating Procedures:*
<http://www.une.edu.au/policies/pdf/email.pdf>
- Rules for the Use of Information and Communication Facilities and Services:
<http://www.une.edu.au/policies/pdf/rulesofusecomputingcommunicationsfacilities.pdf>