
WiFi Zone

ACCEPTABLE USAGE POLICY

This policy provides information regarding access available to casual subscribers to the WiFi Zone wireless network, and through it to the Internet and the obligations of the users when using the networks.

The obligations are based on common courtesies, the responsible use of a community resource and the legally enforceable obligations of users accessing these networks due to policies, rules, regulations and guidelines and Commonwealth and New Zealand legislation. Users should note that penalties may apply for any person who commits an offence under legislation or breaches any company rules and regulations. Penalties can range from imprisonment and fines to termination of service.

The statement is based on the following principles:

- The WiFi Zone network, including the Internet, world-wide web and e-mail, should be used for personal and legal business purposes only.
- Users are to comply with all legislation and WiFi Zone rules, regulations and policies relating to access and use of the WiFi Zone network.
- The WiFi Zone network is a limited resource and users are to use it in an equitable and fair manner, taking account of the rights and needs of others.
- Users must act in a courteous and responsible manner in all communications over the WiFi Zone network.
- The WiFi Zone network should not be used to misrepresent nor in a manner which brings Crystal Rock into disrepute.
- Quality standards applied in traditional communication and publishing should also be applied to online communication and publishing.
- Crystal Rock has the right, and obligation, to monitor access to, and use of, the WiFi Zone network to ensure compliance with legislation, rules, regulations and policies.
- The security of the network and integrity of users must be assured.
- The integrity, completeness and currency of information and data must be ensured and maintained.
- All WiFi Zone users have the responsibility to notify the system administrator of possible breaches of the acceptable usage policy.

In this policy statement the “network” refers to all network equipment and systems that make up the WiFi Zone network and connections to the Internet. The network includes computer and telecommunications equipment and infrastructure used for the carriage of data, images, voice and video, including the use of e-mail and access to and use of the world-wide web.

Permissible Use

The network service is provided for users of the WiFi Zone in undertaking their own personal communications. Use of the Internet is governed by the provisions of the New Zealand Telecommunications Act, 2001.

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Reporting Breaches

Users are expected to report suspected breaches of New Zealand laws and WiFi Zone regulations, policies and protocols, and any unacceptable behaviour which occurs on the WiFi Zone network or by a person acting in his/her capacity as a member of the WiFi Zone network. Reports should be directed to the systems administrator or general manager and will be treated in a confidential and responsible manner. Such reports will be referred to the appropriate authority for investigation or referred to the appropriate external agency.

Network Sharing

The network is a shared resource where the actions of one person can impact on the accessibility and the reliability of the service for others. Very large documents such as videos and high-resolution images should not be accessed or otherwise transferred over the network unless absolutely necessary.

The use of file-sharing applications or distribution of copyrighted material which infringes national or international law is not acceptable and is the legal responsibility of the user.

Passwords and Logins

Users are issued with passwords and logins and these are used as the identification code for access to password-protected systems.

Account passwords may also be required from time to time to access some restricted services. Responsibility and accountability for network security is a shared responsibility of all network users. It is the responsibility of the network account holder to protect his or her passwords and logins and not divulge them to other persons.

Integrity of Information and Data

Users must not destroy, erase, alter nor add to any information on the network unless they are the author, owner, or custodian of the information with the right and responsibility to ensure the currency and completeness of the information. To do so is an offence under the Crimes Act 1961, amended 1 October 2003.

Users must not impede, nor prevent access to, nor impair the usefulness or effectiveness of data stored on the network. To do so is an offence under the Crimes Act 1961, amended 1 October 2003.

Harassment and Defamation

The WiFi Zone network must not be used to harass, abuse or otherwise seek to offend other users. To do so is an offence under the Crimes Act 1961, amended 1 October 2003.

Illicit Material

The WiFi Zone network must not be used to access, store or transfer illegal material, such as child pornography. To do so is an offence under the Crimes Act 1961, amended 1 October 2003.

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Copyright

Users of the network must respect the rights of copyright owners protected under the Copyright Act 1994. Users must not copy material on the network, nor make material available through the network in breach of the act. As a general guide, no more than ten per cent of a copyright item should be copied or transferred.

Archiving of Electronic Records

Users must ensure that records relating to communication from the WiFi Zone team are retained and retrievable. Users have responsibilities under a range of legislation relating to records, information and data:

- archives
- freedom of information
- administrative appeals processes, especially records relating to decisions

Records may also be required to be produced during the “discovery” process of legal proceedings or in courts of law.

E-mail

In using e-mail please remember some elementary rules relating to e-mail etiquette and never do any of the following:

- Flame (use of incorrect or abusive language).
- Use all capitals (SHOUTING is taken as writing in anger).
- Mail-bomb, i.e. send large e-mail messages or attachments which disrupt the receiver’s system.
- Spam, i.e. send notices to a range of e-mail addresses when the notice is irrelevant to most receivers.
- Answer a specific person by send the reply to a whole mailing list (this is often unintentional, but can be embarrassing with very personal replies).

Monitoring and Privacy

Crystal Rock has the right to monitor traffic and content and does not record traffic on the network and specific network services. Crystal Rock records:

- URLs of sites visited, the date and time they are visited, and the duration of site visits; and
- network addresses accessing URLs (including caches) and the URL address.

Crystal Rock respects the rights of users on the network for valid purposes. However, where there is abuse, or suspected abuse, of the network or network services and facilities, Crystal Rock reserves the right to inspect individual information and logs contained on our machines and servers, and make whatever correlation is required to investigate such abuse or suspected abuse.

By connecting a private machine to the WiFi Zone network a user has acknowledged that he will be bound by the Crystal Rock conditions of use of information technology services, including this policy statement.

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References

This policy statement refers to various legislation, rules, regulations, policies and guidelines, as follows:

- Crimes Act 1961, amended 1 October 2003
- New Zealand Telecommunications Act 2001
- Copyright Act 1994
- New Zealand Privacy Act 1993
- New Zealand Information Act 1982
- Guide to Copyright – Your Rights and Responsibilities

Penalties apply for breaches of the provisions of many of these documents. Legislation relating to sex, race and disability discrimination apply, and other legislation, rules and regulations may also apply.