

# TUSA ICT Policy

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This policy sets out the ground rules for accessing TUSA website, the Clubs CRM, including the online learning and volunteer platforms. It applies to all UTAS students, volunteers, committee members, club members, staff and other authorised users.

## 1. Your login is personal to you

- Every user is issued their own individual login. You must not share your username or password with anyone else, and you must not use another person's login.
- You are responsible for all activity carried out under your login. If you suspect your login has been used by someone else, report it immediately (see section 4).
- Choose a strong, unique password and keep it confidential. Do not write it down or store it where others can access it.

## 2. Access matches your role

- What you can see and do in each system is set by your role (for example: a Club executive, or Food Hub volunteer).
- Access is granted only to the systems and information needed to carry out that role — no more, no less.
- When you're given access, you'll be shown what your login lets you do, and who to contact with questions.

## 3. Requesting, granting and removing access

- Requested: TUSA supports access on your behalf when you start, or when your role changes.
- Granted: TUSA's ICT/administration contact sets up your login and access level and confirms this with you and your manager.
- Changed: if you move to a different role within a Club or Society, the TUSA Clubs team require a request in writing before updating your access still matches your responsibilities.
- Removed: when you leave TUSA, or your involvement ends, your manager must notify TUSA promptly, so your login is disabled and access removed.

## 4. Raising an issue

If you have a question about your access, notice anything unusual, lose a device, or suspect your login has been compromised, contact:

- [website.help@tusa.utas.edu.au](mailto:website.help@tusa.utas.edu.au)

Report issues as soon as possible, early reporting helps us limit any impact.

## **5. Getting started**

When you're given access, you'll be oriented to your login and shown what you can and can't do on the system. These same rules, your own login, access matched to your role, and reporting issues promptly and apply to everyone using TUSA's website and systems, without exception.