

Form

**OSA  
07**

# Online Services Access for KeySurvey Web Survey Account

**IT at  
UNSW**

**IMPORTANT - form is filled out differently by staff and students:**

**STAFF - fill out sections 1, 2 & 3 only**

**STUDENTS & RESEARCH ASSISTANTS - fill out sections 1, 2 & 3 and have your supervisor fill out section 4**

### Section 1 - Applicant's Details

*First Name/s*

*Family Name*

*UNSW Staff/Student ID Number*

*UNSW email address*

*Contact Number*

*Faculty/School/Division*

### Section 2 - Period of Access

*Time period for services access (select one)*

3 Months       6 Months  
 12 Months

*Estimated number of  
survey respondents*

*eg 100 / 500 etc*

### Section 3 - Applicant's agreement to the Rules of Use - UNSW ICT Resources and KeySurvey software

I hereby certify that KeySurvey software will only be used to carry out surveys related to my academic and/or administrative work at UNSW.

*Applicant's Signature and acceptance of Rules of Use*

*Applicant's Name (please print)*

*Date*

### Section 4 - To be completed by student/research assistant's supervisor (UNSW staff member)

All UNSW students/research assistants should get their supervisor (full-time member of staff, academics & general staff) to complete the following section before faxing it back or handing in at the IT Assistance Counter.

*Name of Supervisor (please print)*

*Faculty/School Division*

*Staff ID*

*Supervisor's Signature*

*Date*

*Contact Number*

### Office Use Only

KeySurvey ID:

**KeySurvey Extensions**

Credits Assigned:

Additional Credits:

Account Expiry Date:

Account Extension:

**On having signed and completed the OSA form please return it to the IT Service Centre**

**By Internal Mail**

IT Service Centre

Level 14 , Library Stage II

**By Fax**

IT Service Centre

Fax Number: 9385 1537

**In Person**

IT Assistance Counter

Ground Floor, Library Annexe

**Terms and Conditions of Use - UNSW ICT Resources**  
**(please detach from application form and keep for reference)**

By accessing and using the ICT resources provided by UNSW, you are agreeing to abide by the "Acceptable Use of UNSW ICT Resources" policy. The full text of this policy and its accompanying procedures document may be found at: [http://www.its.unsw.edu.au/policies/policies\\_home.html](http://www.its.unsw.edu.au/policies/policies_home.html)

These conditions cover use of all UNSW information and communication technologies such as:

- The University network (including wireless access)
- Desktop and laptop computers
- PDAs
- Software and peripherals
- Telephone equipment (including mobile phones)
- **Personally-owned** equipment when it is connected to the University network.

A brief summary of the policy is set out below for quick reference:

(but remember you are agreeing to the full policy and NOT just this summary)

- Access to the University's ICT resources is made available for teaching, research and administrative purposes, and other specifically authorised activities.
- Use of the resources must be ethical, legal and responsible at all times, including limited incidental personal use.
- The University reserves the right to limit access to its networks through University-owned or other computers and to remove or limit access to material and resources stored on University-owned computers (or accessed via the internet from within the University network).

As a user of these resources, you are subject to the following conditions:

**Respect for Intellectual Property and Copyright:** You agree to respect the copyright and intellectual property rights of others.

**Legal and Ethical Use of ICT Resources:** Use of the University's ICT resources is subject to the full range of State and Federal legislation, as well as current UNSW policies. You must ensure that your use of University ICT resources is legal and ethical at all times.

**Security and Privacy:** UNSW employs various measures to protect the security and privacy of its ICT resources and user accounts, as described in the Policy document. While UNSW does not routinely inspect files, it reserves the right to inspect material on its ICT resources when investigating a breach or when required by formal legal disclosure requests.

**You agree to protect UNSW ICT systems, information and accounts by:** using your access only as authorised; keeping your account details confidential; keeping virus protection and operating system/security patches up to date; using only authorised and licensed software programs and; promptly reporting any breach in system or network security to your system administrator.

**Examples of inappropriate use include (but are not limited to):**

- Making/using illegal copies of a licensed computer programme;
- Downloading, copying, storing or transmitting copyrighted material such as movies, music, graphics or video files without the express permission of the copyright holder or as permitted by law.
- Using another's login or password, or allowing others to use yours;
- Gaining unauthorised access to systems by any means, including port scans, 'hacking' and use of 'password sniffer' software;
- Using UNSW ICT resources to attack or compromise any other system, whether on or off-campus, including circumventing system security or protection measures.
- Knowingly propagating or installing computer viruses or malicious code;
- Accessing or intercepting others' electronic communications without permission.
- Create/send email under another's name (forgery); create/send/forward: electronic chain letters, unsolicited broadcast emails ("Spam"), obscene, abusive, fraudulent, threatening or repetitive messages;
- Use of ICT resources to harass, threaten, defame, vilify or discriminate against any group or individual;
- Intentional or irresponsible damage of ICT resources, or theft of equipment;
- Excessive personal use of ICT resources (see Section 4.2.3 of Policy document for examples of acceptable personal incidental use);

**Breaches of these Conditions of Use**

Penalties will depend on the type and severity of breach, ranging from a verbal warning and/or loss or restriction of ICT access, to formal University disciplinary action. Misuse of ICT facilities by students may attract financial penalties. Cases of serious, deliberate and/or criminal breach may result in civil or criminal proceedings.

**On having signed and completed the OSA form please return it to the IT Service Centre**

**By Internal Mail**

IT Service Centre

Level 14 , Library Stage II

**By Fax**

IT Service Centre

Fax Number: 9385 1537

**In Person**

IT Assistance Counter

Ground Floor, Library Annexe