

These conditions of use apply to your accessing Education Sector online services. Please read them before signing the Acceptance of Conditions for ESAA. You are responsible for reviewing these conditions, and on accessing any Education Sector online service, you are deemed to have agreed to these conditions.

### **Security**

You are responsible for ensuring that you use your access to ESAA enabled services in a manner which does not contravene their, or ESAA's security policies. Further, you agree that you will:

- Take all reasonable steps to prevent someone misusing or gaining unauthorised access to your computer system.
- Ensure your computer system has appropriate anti virus software installed.

### **Privacy**

ESAA complies with the Privacy Act 1993 and is committed to respecting the personal privacy of individuals who use Education Sector online services.

You agree:

- We can collect information about the ways in which you use ESAA. We will ask you for this information or we will obtain it from our records.
- All information you give is correct and complete.
- We may monitor / record calls made between you and the Sector Service Desk to maintain and improve the quality of ESAA.

You may ask to see information that we have about you and you may ask us to correct any errors. We will hold the information securely and will not disclose it to any person or organisation without your authority, unless required or authorised to do so by law.

### **Disclaimer**

The Education Sector, while making reasonable efforts to ensure the accuracy and completeness of information and material, assumes no responsibility for the accuracy, reliability or completeness of that information or material. In addition, the Education Sector is entitled at any time, without prior notice, to change the conditions of use for accessing online services.

### **Your Responsibilities**

You have an important role to play in the secure use of online services. You are responsible for your own behaviour when accessing online services. The following outlines rules and recommendations for online service use, password construction and management and challenge response guidelines.

#### **General Use**

- You must not send frivolous, obscene or defamatory messages.
- You must not look at, change, delete or tamper with files or programmes that you are not authorised to access

#### **Passwords**

A password within ESAA **must**:

- Have a minimum of 7 characters,
- Contain 3 of the following – Lowercase, Uppercase, Digits, Punctuation, and Special character,
- Be changed regularly, and
- Be easily remembered, but difficult to guess.

You **must not**:

- Write passwords on sticky notes, desk pads, calendars, or store online.
- Share your User ID and password with another person.

### **Challenge Responses**

The first time you logon to Education Sector online services you are required to set challenge response questions and answers. Challenge responses allow you to uniquely identify yourself and change your own password online should you forget it.

**You must not:**

- Reveal your password or challenge response answers to any other person.

**You will never be asked for your password or challenge response answers by a legitimate ESAA administrator.**

### **Breach of Conditions of Use**

Any breach of the conditions of use, which you signed to on registration, will be dealt with appropriate to the seriousness of the breach.

Access to online services will normally be revoked during this investigative period and each incident will be considered on a case-by-case basis.

### **Minors**

If you are under 18 you are encouraged to seek advice before accepting these conditions. Please do not accept these conditions if you do not understand any part of them.

These conditions are considered to be fair and reasonable. Should any of the conditions of use not be considered 'fair and reasonable', the condition will be reviewed and possibly amended to reflect the original intention.

In some circumstances the parents, legal guardians or employer of minors (those under 18 years of age) will also be asked to sign the Acceptance of Conditions of Use alongside the person wishing to have access to online services. The parent, legal guardian or employer of the minor, will then also be responsible for ensuring that the conditions of use are adhered to.