

Skype on the University Network
Information Services Policy Library,
University of Melbourne

IS Policy Library number	AU01
Policy Category	Authorisation
Contact Officer	Stephen Young
Commencement date	1 April 2007
Review date	31 December 2007
Revision no	1

Web address

<http://www.unimelb.edu.au/infostrategy/policies/docs/PolicyOnSkypev1.pdf>

PART 1 POLICY STATEMENT

Use of Skype on the University Network is discouraged, but it may be used in the course of work or study at the University, with the explicit permission of local and central Authorities (typically the Head of the relevant department and the Vice-Principal (Information) or their delegates). Permission will not be granted unless

- the use is for work or study at the University, not personal use; and
- the Authority is satisfied that appropriate bandwidth management measures are in place.

1.1 Objectives of policy

To allow use of Skype, when required, without infringement of University regulations or contractual obligations to AARNet.

1.2 Policy rationale

Real-time collaboration tools, including desktop audio- and video-conferencing software, have a legitimate place in work and study at the University. Skype is one such tool. Audio- and video-conferencing as a category raises no special policy issues, but there are particular issues with Skype.

There is an authorisation issue in that the End User Licence Agreement for Skype includes terms to which most end-users do not have authority to accept. A related technical issue is that in circumstances likely to arise on the University Network, a computer running Skype can act as a relay for traffic other than traffic to or from the end-user, which exposes the University to potentially high internet traffic costs and may well be in breach of the University's agreement with AARNet.

Nevertheless, in the course of work or study at the University it may be necessary for staff or students to collaborate with parties outside the University, and although this

policy discourages use of Skype, in some cases University staff or students will need to fit in with the software choices of external parties.

This policy provides a mechanism to authorise, when necessary and appropriate, acceptance of the Skype End User Licence Agreement, and imposes bandwidth management measures to manage the associated risk.

1.3 Scope

This policy applies to use of Skype software on any device which is connected to the Internet via the University Network.

1.4 Related legislation, policies and other documents

- University of Melbourne Regulation 8.1.R7
<<http://www.unimelb.edu.au/ExecServ/Statutes/r81r7.html>>, particularly Schedule 1, paragraphs (a), (i)(i), and (j).
- AARNet Policy on Allowed Access to AARNet
<http://www.aarnet.edu.au/publications/access_policy_2005.html>. See particularly section 6, "On-supply of services by Members and 'Non-Members'".
- Skype End User License Agreement
<<http://www.skype.com/intl/en/company/legal/eula/index.html>>

1.5 Authority Statement

It is not possible to use Skype from the University Network without using the Central Facilities, as defined by Regulation 8.1.R7. No person may use the Central Facilities without agreeing to abide by conditions of use determined from time to time by the Vice-Principal (Information).

This policy imposes restrictions and conditions on authorisation to use the Central Facilities. Regulation 8.1.R7, paragraph 3.3, provides that power to the Vice-Principal (Information) or his or her delegate.

1.6 Definitions

Bandwidth management measures means steps taken to limit data rates to or from an end-user computer (also known as "throttling").

End-user computer means a desktop or laptop computer usually used by one person at a time, in close proximity to the computer and using input and output devices such as the computer's own keyboard and display. In this policy, "end user computer" also means dedicated appliances or other devices (ie "Skype Phone") which may be used instead of running skype on an ordinary computer.

Skype means, depending on context, either the company established under the laws of Luxembourg, Skype Software S.a.r.l, with its address at 15 rue Notre Dame, L-2240 Luxembourg, Luxembourg, reg.no (B100467), VAT no. (LU20180239), or the software known as Skype which is distributed by that company.

University Network includes, but is not limited to, data network infrastructure, dial-in network access facilities, together with associated equipment, which are owned or

operated by the University and which provide end-user computers with access to the Internet.

PART 2. RESPONSIBILITY

- Initiating the policy: Strategy Office
- Approving the policy: Vice-Principal (Information)
- Oversight of implementation: Director, Information Technology User Services
- Review process: Strategy Office

PART 3 PROCEDURES SUPPORTING POLICY IMPLEMENTATION

IT support staff, should the need arise, identify appropriate bandwidth management measures.

IT support staff, or end-users seeking permission to use Skype on the University Network, install and configure appropriate bandwidth management measures.

End-users seek permission to use Skype on the University Network by applying in writing to the Vice-Principal (Information) and any relevant Local Authority setting out:

- the reasons why they require to use Skype in the course of University work or study and why Skype rather than some any other product is required; and
- a summary of the bandwidth management measures which will be implemented to manage the relaying risk.

Authorities, at their discretion but only if satisfied that the use of Skype is required for University work or study and that appropriate bandwidth measures will be taken, may provide written permission for the end-user to use Skype on the University Network.

IT support staff, if asked to install or support Skype on the University Network, may require the end user to provide evidence of the required permissions.

PART 4 REVISION HISTORY

Revision no	Approved/ Removed	Date	Document	Revision approved by
1				