

Conditions of Access to UWA Callista Student Management System (Staff Connect)

Access to this system will only be granted to 2 people from each residential college. Those people must agree to comply with the following conditions of access:

- Residential College staff who are granted access must agree to limit access to information relevant to students in their college.
- Information gained from the use of Callista is CONFIDENTIAL and is only to be used for official College business. This Information should not be disclosed to any third party (including relatives) without prior consent of the individual concerned.
- Hard copy of the output must be treated as CONFIDENTIAL and must be stored or disposed of in an appropriate manner.
- Confidential information must not be left displayed on a monitor screen when it is unattended. Whenever a computer is to be left unattended for an extended period (e.g. lunch time) it must be logged out.
- Access is not transferable. A user must not transfer their usernames or password to any other person.
- Passwords must be changed regularly, must not be easily guessed and should not be written down
- Computers used to access Callista must be in a secure location.