

Policy on Acceptable Use of Information Technology Facilities

1. Background

The College is bound by legislation and limited resources to ensure the appropriate, effective and legal use of its facilities. Increased legislation pertaining to information technology and telecommunications is compelling all organisations to review their internal policies and procedures to ensure compliance. The cost to the College of providing information technology facilities and in particular Internet access is a significant component of College budgeting requiring careful management of the use of these resources. Campion College is committed to providing an appropriate work and study environment supported by its policy framework.

2. Objectives

The College communications network and all computing devices are provided for the purpose of teaching, learning, research, professional development and administration. This policy informs users of their rights and responsibilities in relation to their use of this technology. It applies to all users of the College's information technology (IT) facilities and is consistent with the provision of an environment that respects freedom of inquiry and expression, privacy and confidentiality, the law and due process.

3. Information technology facilities

This policy governs the use of:

- All network services, computer equipment and software, owned, leased or used under license by the College;
- Computer facilities maintained by other bodies but available for use through an agreement or agreements with the College.

The College cannot guarantee the availability of its IT facilities and reserves the right for them to be unavailable from time to time for either planned or unforeseen circumstances.

4. User rights

Users have the right to access and use the College's IT facilities for legitimate work, study and related purposes. Personal use of IT facilities is a privilege and is to be kept to an incidental level.

5. User responsibilities

Through the use of the information technology facilities users agree to abide by this policy. Persons using the IT facilities are responsible for their own actions, and are subject to relevant state and federal laws and to College rules, policies and codes of conduct. Users are responsible for the security, privacy and confidentiality of data of a private or personal nature, held or transmitted using IT resources.

6. Audits

The College reserves the right to undertake periodic audits of IT facilities usage to ascertain compliance with this policy. Usage and activity records belong to the College, not to the individual user. In most cases, these are admissible as evidence and are subject to relevant State and Federal Laws.

7. Compliance

7.1. Ethical use

Users should observe ethical standards of conduct. Unethical activities may include:

- Denying access to other authorised users
- Obtaining or attempting to obtain a higher level of access privilege or access to facilities without authorisation
- Granting access to unauthorised users
- Using another person's computer account (even with the owners permission)
- Disclosing their own or attempting to discover any other computer user's password
- Attempting to modify system facilities, illegally obtain extra resources, degrade the performance of any system or attempt to subvert the restrictions associated with any computer system, computer account or network service.
- Sending bulk unsolicited mail (commonly known as SPAM)

- Utilising access for commercial or personal gain not associated with the College's mission.
- More than an incidental level of personal use.
- Illegitimate monitoring of individual users

7.2. Socially responsible use

Users must ensure that their use of the College's facilities is socially responsible. In particular Commonwealth and State Laws and College policy prohibit harassment and unjust discrimination, vilification or victimisation on grounds such as race, gender, religious belief, political conviction, or disability.

College IT facilities must not be used to humiliate, intimidate or offend others. This includes the sending of offensive emails, displaying inappropriate screen saver images and accessing inappropriate material, which may inadvertently be observed by others. Pornography and other material that can cause offence to others may not be accessed, held or displayed on any IT facilities at Campion College except as is necessary to accommodate legitimate research or study needs. Approval to access these materials for legitimate purposes must be obtained from the President. Users unsure if their activities fall within these parameters should seek advice from appropriate supervisors of College officers.

All users should ensure that they are familiar with the Campion College Policy on the Prevention of Harassment or contact the Registrar if they require further information.

7.3. Legal use

Users must ensure their use of the IT facilities complies with all relevant Federal and State legislation as well as all College statutes and regulations. Illegal activities may include:

- Intentional damage of facilities
- Violating a software licence
- Unauthorised access by "hacking"
- Theft of equipment, software or data
- Creation, possession or distribution of illegal pornography (eg. child pornography)
- Any other unlawful activity

7.4. Academic standards of conduct

Users of the IT facilities must observe standards of conduct expected in an academic environment.

Unacceptable activities include:

- Plagiarism
- Unauthorised publication on behalf of the College
- Breach of copyright
- Unauthorised experimenting with, or demonstrating of network or system vulnerability

7.5. Competent Use

Users should ensure that they are competent in the general use of network and computing facilities and services.

In particular users should:

- Choose a secure password and change it periodically
- Know how to back-up programs and data for which they are responsible
- Understand their responsibilities with respect to IT security
- Assume responsibility for the maintenance and protection of data and software in their charge
- Take all practicable measures to ensure current local virus protection mechanisms are in place
- Seek assistance if they do not know how to competently use the facilities

In addition users must accept that the College cannot be held responsible for any inaccuracies in results or output as a consequence of their use of IT facilities.

7.6. Efficient use

Users should ensure technology resources are utilised in the most effective manner to reduce wastage and costs incurred by the College in providing data storage, access and network capacity. In particular, users will need to adopt responsible approaches to activities that can result in wasteful use of resources including:

- Storage of excess mail
- Processing and storage of large documents (eg video, audio and high resolution images)
- Storing excessive personal data or files
- Downloading of large files from the internet
- Wasteful printing

Individual IT resource needs will vary widely across the College this policy does not endeavour to put finite limits on IT usage only to ensure that individual use is relative to the users legitimate needs.

8. Breach of policy

While the College would generally employ an educative approach, breach of this policy could lead to:

- Counselling and/or user education
- Appropriate administrative or disciplinary action (which may lead to dismissal or exclusion) in accordance with the rules and policies of the College
- Immediate termination of the right to use IT facilities on a temporary or permanent basis
- Criminal or other legal proceedings in accordance with Federal and State legislation

9. Relevant and related legislation includes:

Commonwealth Copyright Act 1968 – Copyright Amendment (Digital Agenda) ACT 2000

Commonwealth Telecommunications Act 1997 and associated Acts

Commonwealth Crimes Act 1914

Broadcasting Services Act 1992 and associated Acts

Privacy and Personal Information Protection Act (NSW) 1998

State Records Act (NSW) 1998

Crimes Act (NSW) 1900

State and federal anti-discrimination legislation

Freedom of Information Act 1982

10. Relevant College rules and policies include:

Campion College Staff and Student Codes of Conduct

Campion College Rules

Campion College Student Rules

Campion College Policy on Handling Grievances

Campion College Policy on the Prevention of Harassment

Disciplinary provisions in the Human Resources policies

Records Management policies

11. Need help?

Users requiring assistance with interpretation of this policy, or who wish to report an incident should contact the Registrar.