

	<b>ACCEPTABLE USE OF INFORMATION TECHNOLOGY FACILITIES</b>
Document Type	Information Technology Policy
Administering Entity	Director of Operations
Latest Amendment /Approval Date	April 2018
Approval Authority	Institute Board
Indicative time of Review	Triennially (April 2021)
Responsibility for review	College Executive Committee
<b>DOCUMENT ID:</b> ITPOL003	<b>VERSION:</b> 5.0
<b>CUSTODIAN:</b> Director of Operations	<b>AUTHORISED BY:</b> President
<b>Related Documents</b>	<ul style="list-style-type: none"> <li>• Student Code of Conduct</li> <li>• Staff Code of Conduct</li> <li>• Student Misconduct Procedures</li> <li>• Staff Misconduct Procedures</li> <li>• </li> </ul>

## 1. Purpose

1.1 The College Information Technology (IT) Facilities are provided for the purpose of teaching, learning, research, professional development and administration.

1.2 The College is committed to ensuring the appropriate, effective, safe, and legal use of its IT Facilities.

1.3 This policy informs users of their rights and responsibilities in relation to their use of this technology.

## 2. Definitions

2.1 *Information Technology Facilities* means services and systems and associated computing hardware and software used for the communication, processing and storage of information.

## 3. Scope

3.1 This policy applies to all users of the College's IT Facilities. It covers computing, collaboration and communications facilities, examples of which include telephones, facsimiles, mobile telephones, computers, tablets, printers, photocopiers, email, internet access, network applications, web services and similar resources. Use of remote systems accessed via IT Facilities is also covered by this policy. Remote services may have additional local rules and regulations.

## 4. Principles

4.1 This policy aims to be consistent with the provision of an environment that respects the freedom of inquiry and expression, privacy and confidentiality, the law and due process.

4.2 IT Facilities are provided to Champion staff and students to conduct academic and administrative pursuits.

4.3 Staff and students must take responsibility for using IT Facilities in an ethical, secure and legal manner; having regard for the objectives of the College and the privacy, rights and sensitivities of other people.

4.4 Use of IT Facilities to bully or harass other students or staff will not be tolerated.

## **5. Policy**

### **5.1 User Rights**

5.1.1 Users have the right to access and use the College's IT facilities for legitimate work, study and related purposes.

5.1.2 Personal use of IT facilities is a privilege and is to be kept to an incidental level. The College reserves the right to block or restrict access and/or the use of software, protocols, and techniques that impact negatively upon the objectives for the provision of College IT facilities.

5.1.3 IT facilities must not be used to defame any person.

## **6.**

5.2 Audits The College Executive may actively log, monitor and filter usage of all IT systems and internet usage; users acknowledge that they may be monitored without warning 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.

### **5.3 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

### **5.4 Socially Responsible Use**

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

5.4.2 College IT facilities must not be used to humiliate, intimidate or offend others. This includes the sending of offensive emails, displaying inappropriate 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 College officers.

### **5.5 Legal Use**

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

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

#### 5.6 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

#### 5.7 Competent Use

5.7.1 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
- Not attempt to open or make unauthorised repairs to equipment"
- Not eat food or drink in IT areas
- Ensure that they log off/log out of systems after they have finished using them
- 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, with respect to their own computers used within the College
- Seek assistance if they do not know how to competently use the IT facilities

5.7.2 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.

#### 5.8 Efficient Use

5.8.1 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

5.8.2 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.

## 5.9 Breach of Policy

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

- Counselling and/or user education
- Appropriate administrative or disciplinary action (which may lead to suspension, 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

## 7. Roles and Responsibilities

- It is the responsibility of all staff and students to adhere to this policy and to report cases of misconduct in relation to 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 also responsible for the security, privacy and confidentiality of data of a private or personal nature, held or transmitted using IT resources.
- It is the responsibility of the College Executive Committee to consider misconduct procedures in relation to this policy and in accordance with the misconduct procedures for staff and students.

## 8. Policy History

Version	Date of approval	Amendment
1	Unknown	Not available
2	Unknown	Not available
3	June 2012	Not available
4	September 2015	Not available
5	April 2018	1. Formatting 2. Amendment of Item 1: deleting of mention of financial burden of IT Facilities. 3. Addition of items 3.1, 4.4 and 7.