TATACHILLA LUTHERAN COLLEGE

POLICY NO: 2009/38

INFORMATION COMMUNICATION TECHNOLOGY USE

For Use by All Authorised Users of Information Communication Technology Resources

Rationale

This policy deals with the provision of Information Communication Technology resources by Tatachilla Lutheran College and the associated responsibility of authorised users when accessing these resources. These resources include the Tatachilla network, computer systems and software, access to the Internet, electronic mail, telephony and related services. This policy is applicable to all users of personal laptop or other computing devices used within the College.

Definition

This policy applies to all College staff, students, teachers and visitors to the College; plus any authorised user or organisations accessing Tatachilla's ICT resources.

Email and Messaging Email means the College-provided electronic mail systems and computer accounts. Additional messaging facilities may include but is not limited to calendar and scheduling programs, chat sessions, IRC, newsgroups and electronic conferences.

Information Communication Technology Resources (ICT Resources) covers all ICT facilities including all computers, computing laboratories and staff areas, together with use of all associated networks, internet access, email, hardware, dial-in access, data storage and computer accounts.

User refers to any person who has been authorized to access any Tatachilla ICT system or ICT facility, and includes (but is not limited to) staff, students, teachers or visitors.

For information relating to Acceptable Use of Information Communication Technology facilities by students refer to the College Handbook and Diary.

Issues Addressed

1. **Responsibilities Regarding Use of Computer Accounts**

   Each user is responsible for:

   i. The unique computer accounts that the College has authorised for the user's benefit. These accounts are not transferable.

   ii. Selecting and keeping a secure password for each of these accounts, not sharing passwords and logging off after using a computer.

2. **Restrictions to Access**

   Unauthorised access to accounts, data or files on Tatachilla ICT Resources is forbidden. The Administrator of an ICT Resource may restrict access to an individual user on the grounds that the user is in breach of this policy.

3. **Third Party Access**

   Entities other than ICT management may neither negotiate nor grant third parties access to the College communications and network infrastructure.

4. **Personal Use of Information Technology Resources**

   a. Authorised users may utilise the ICT Resources for limited personal purposes. Personal use of the ICT Resources is permitted provided such use does not:
      i. negatively impact upon the user’s work performance
      ii. hinder the work of other users
      iii. damage the reputation, image or operations of the College
      iv. cause significant additional cost to the College

   b. ICT Resources must not be used for private commercial use.

5. **Internet, Email and Messaging**

   a. **Access to the Internet**
      i. Access the Internet for work related purposes is permitted.
      ii. Access is also permitted for personal purposes (refer to 4. above)

   b. **Email and Messaging - User Responsibilities**

      When using the email or messaging system the following responsibilities apply:
      i. Respect the privacy and personal rights of others;

ii. Take all reasonable steps to ensure copyright is not infringed. (Refer to the College's Copyright Policy)

iii. Take all reasonable care not to:

1. plagiarize another person's work
2. defame another person
3. send mass distribution bulk messages such as ("spam" – normally considered to be 10 or more simultaneous emails) and/or advertising material
4. transmit sexually explicit material, even if it is believed that the receiver will not object. Remember, the intended receiver may not be the only person to access the communication
5. communicate using angry or antagonistic messages. This can be perceived as bullying or threatening and may give rise to formal complaints under grievance procedures or discrimination/sexual harassment procedures
6. be offensive, intimidating or offend another person/s on the basis of race, gender, or any other attribute prescribed under anti-discrimination legislation. Commonwealth and State laws prohibit sexual harassment and discrimination, vilification or victimisation on certain grounds such as race, gender, sexual preference, disability, or status as a parent or carer.
7. share personal information. Such information must not be forwarded or copied without prior permission from the person who is the subject of the personal information.
8. breach copyright. Copyright in a personal/non work- related e-mail belongs to the writer of the message and therefore personal e-mail must never be copied or forwarded without permission of the writer.
9. engage in private commercial pursuits. Use of e-mail and messaging is not allowed for commercial purposes.

6. **Security of ICT Resources and Data**

a. **User's Responsibilities**

i. Keep all Tatachilla ICT Resources secure

ii. Maintain the integrity of the security of any ICT Resource belonging to Tatachilla or other organisations or individuals. Security should not be exploited nor compromised

iii. Take reasonable steps to ensure physical protection including damage from improper food and drink spillage, electrical power management, anti-static measures, protection from theft, and sound magnetic media practices

iv. Ensure computers are not left unattended without first logging-out and/or securing the entrance to the work area; particularly if the computer system to which they are connected contains sensitive or valuable information

b. **Records Management**

i. Take reasonable steps to ensure that important College data is stored appropriately on Tatachilla servers for preservation and backup

ii. Ensure course materials are placed on official Tatachilla servers

iii. Ensure course materials are not placed on personal web pages or servers

c. **Confidential Information**

Under the Privacy legislation, the use or disclosure of personal information about an individual for a purpose other than that for which the information was collected by the college will not occur. It is important that personal information about staff or students must be kept confidential at all times.

d. **Disclosure of Business Information**

College policies designed to protect business information from unauthorised and/or accidental disclosure must be observed.

e. **College Liability**

The College accepts no responsibility for:

i. loss or damage or consequential loss or damage, arising from the use of the College's ICT Resources.

ii loss of data or interference with files arising from its efforts to maintain the ICT Resources.

f. **Prohibited use of Information Technology Resources**

i. Running a business using Tatachilla ICT Resources is not permitted. Tatachilla e-mail address cannot appear on private business cards.

ii. Unauthorised access or attempting to gain unauthorised access to ICT

Resources belonging to other organisations is not permitted.

iii. The College's ICT Resources are not to be used to access pornographic material or to create, store or distribute pornographic material of any type.

iv. Use of the College's ICT Resources for gambling purposes is not permitted.

v. Use of the College's ICT Resources for promoting violence or criminal activity is not permitted.

7. **Possible Consequences for Tatachilla Lutheran College staff and other authorised users**

Breaches of this policy may be subject to disciplinary action. Criminal offences may be reported to the police.

8. **Privacy and Surveillance**

The accounts, files and stored data, including e-mail messages belonging to users at the College are normally held private and secure from intervention by other users, including the management staff of Information Communication Technology.

There are situations in which duly authorised ICT staff may be required to intervene in user accounts, temporarily suspend account access or disconnect computers from the network in the course of maintaining the College's ICT Resources such as repairing, upgrading or restoring file servers or personal computer systems.

ICT Management staff may from time to time become aware of the contents of user directories and hard disk drives in the normal course of their work, and they are bound to keep this information confidential except where there is a suspected breach of user guidelines, in which case it may be passed on to the appropriate authorities.

9. **Access to and Monitoring and Filtering**

The College does not generally monitor e-mail and files stored on College ICT resources. However, the College reserves the right to access and monitor e-mail, web sites, server logs and electronic files for any reason, including but not limited to, suspected breaches by the user of his/her duties as an employee, unlawful activities or breaches of College policies and in accordance with the Commonwealth Government Privacy Act 2001.

The College has installed sophisticated means to manage the use of the network and to ensure that users operate within the bound of their published policies. Internet filtering and monitoring, network scanning software and video surveillance are used.