

Acceptable Use of ICT Policy

1. Purpose and Scope

- 1.1 The Acceptable Use of ICT Policy is designed to guide members of the AIAT community in the acceptable use of ICT systems and resources (including but not limited to telephone, computer and information systems and networks, local and hard drives, internet, email and other electronic technologies) provided by AIAT. This policy should be read in conjunction with the Acceptable Use of ICT Procedure.
- 1.2 Use of the AIAT ICT systems and resources, indicates agreement to comply with, and understanding of, this policy.
- 1.3 This policy applies to all AIAT students, academic and non-academic staff and all members of Boards and Committees. This group will be referred to as “users” throughout this document.

2. Definitions

Refer to *Glossary of Terms*.

3. Policy Statement

- 3.1 Information and communications technology (ICT) is of critical importance to AIAT in the support of teaching and learning, academic research, core business activities and communications. In recognition of this, AIAT provides computing, email, Internet and communication facilities to its staff and students for the purposes of research, teaching and learning; and to support the administration of AIAT.

4. Policy Principles

- 4.1 ICT systems and resources are provided to users to conduct teaching, learning, research and administrative activities associated with AIAT.
- 4.2 Access to AIAT ICT systems and resources must be authenticated and comply with credentials guidelines set by AIAT.
- 4.3 Users must use ICT systems and resources only in the manner intended for their role (e.g. student, staff, etc).
- 4.4 The CEO must be consulted and approve the acquisition, development and maintenance of bespoke ICT systems and resources and projects that have any ICT dependency.
- 4.5 AIAT ICT systems and resources must be used in a lawful, ethical and responsible manner, and in accordance with
 - 4.5.1 the Acceptable Use of ICT Procedure and

- 4.5.2 other applicable AIAT policies, including but not limited to Discrimination, Bullying and Harassment Policy, Diversity, Equity and Inclusion Policy, Intellectual Property Policy and Sexual Assault and Sexual Harassment Policy, and
 - 4.5.3 any additional terms of use that may apply to particular software or services, and
 - 4.5.4 all applicable Commonwealth and State laws and statutes related to electronic media.
- 4.6 All members of AIAT community are bound by federal and state laws relating to harassment, copyright, breach of confidence, defamation, privacy, anti-discrimination, personal information and other statutes relating to electronic media
 - 4.7 Use of ICT systems and resources or BYOD must not jeopardise the fair, secure and productive ICT environment of the AIAT community, or AIAT's operations, assets, data integrity or reputation.
 - 4.8 AIAT reserves the right to record, delete, block, quarantine, copy, use and take possession of all ICT systems and resources and any communications or data passing through ICT systems and resources and pass on the information to external organisations where legally obliged to do so or in cases of possible breach of AIAT's policies or procedures.
 - 4.9 AIAT reserves the right to access, monitor, and analyse the use of ICT systems and resources, and conduct reviews and audits as necessary.
 - 4.10 AIAT accepts no responsibility for loss or damage, consequential loss or damage, or loss of data arising from the use and or maintenance of its ICT systems and resources.
 - 4.11 Staff and students working with media, social media and blogs must comply with the Social Media policy.
 - 4.12 Non-compliance with this Policy and the Acceptable Use of ICT procedure will be managed in accordance with the
 - 4.12.1 Staff Code of Conduct for staff and Board members and
 - 4.12.2 Student Code of Conduct for students.

5. Roles and responsibilities

- 5.1 The CEO is responsible for overseeing the provision of ICT systems and resources as required for AIAT.
- 5.2 Staff and Students are responsible for
 - 5.2.1 complying with all ICT policies and procedures; and
 - 5.2.2 understanding that use of AIAT ICT systems and resources are subject to Australian laws and other relevant AIAT policies; and
 - 5.2.3 understanding that access to some third party applications and content have separate contractual arrangements and terms and conditions, which may apply over and above this policy and procedure.

- 5.3 Staff are responsible for ensuring all ICT systems and resources are:
- 5.3.1 for the staff member's use only; and
 - 5.3.2 used for AIAT research, teaching and learning; and the administration of AIAT only.
- 5.4 Staff are responsible for ensuring devices and accessories assigned to them are:
- 5.4.1 not loaned to anyone who is not an AIAT staff member;
 - 5.4.2 securely stored when not on AIAT premises; and
 - 5.4.3 returned to AIAT in good working order when the staff member leaves the organisation.
- 5.5 Staff using ICT systems and resources have a responsibility to promptly report to their manager and the CEO:
- 5.5.1 the loss, theft, damage, and technical issues to AIAT devices (computers, tablets, mobile phones) or external storage devices; or
 - 5.5.2 the theft, loss or unauthorised disclosure of AIAT proprietary information.
- 5.6 The IT Support Officer will
- 5.6.1 manages suspicious emails;
 - 5.6.2 monitor ICT resources;
 - 5.6.3 deny or restrict access to internet sites when appropriate;
 - 5.6.4 receive reports regarding loss or theft of AIAT devices and external storage devices;
 - 5.6.5 receive reports on potential ICT incidents or ICT breaches; and
 - 5.6.6 remove, disable, or restrict access to AIAT ICT systems and resources.

6. Policy Details

Institution	Australian Institute of Advanced Technologies (AIAT)
Policy name	Acceptable Use of ICT Policy
Policy Reference No.	POL – 36
Policy Approval	Board of Directors
Policy Authority	Executive Management Group
Responsible Officer	CEO
Governance Reference Threshold Standards	HESF 2021: 2.1.2, 7.3.3
Related Documents	Acceptable Use of ICT Procedure BYOD Procedure Discrimination, Bullying and Harassment Prevention Policy Information and Communications Technology Policy Intellectual Property Policy Sexual Assault and Sexual Harassment Policy Social Media Policy Staff Code of Conduct

	<p>Staff Performance Policy</p> <p>Student Code of Conduct</p> <p>Student General Misconduct Procedure</p> <p>Student Communication Policy</p>
Related Legislation	<p>Higher Education Standards Framework (Threshold Standards) 2021 (HESF)</p> <p>Crimes Act 1914 (Cth Australia)</p> <p>Cybercrime Act 2001 (Cth Australia)</p> <p>Copyright Act 1968 (Cth Australia)</p> <p>SPAM Act 2003 (Cth Australia)</p> <p>Telecommunications (Interception and Access) Act 1979 (Cth Australia)</p> <p>Surveillance Devices Act 2016 (SA)</p>
References	<p>AIAT has referred and benchmarked with the following institutions and policies during the creation of this policy:</p> <p>Australian Catholic University (2010) Acceptable Use of IT Policy</p> <p>Griffith University (2018) Information Technology Code of Practice</p> <p>James Cook University (2017) Information Communication Technology Acceptable Use Policy</p> <p>Monash University (2021) Information Technology Acceptable Use Policy</p> <p>University of Queensland (2021) Information and Communication Technology – Policy</p> <p>University of Tasmania (2020) Data and Information Governance Policy</p> <p>University of Wollongong (2021) IT Acceptable Use Policy</p>
Date of approval	31 March 2022
Review date	December 2024
Policy Category	Operational

6. Document Version Control

Document No	POL - 36	Last Modify Date	Summary of Changes
Version No	1.0	NA	Initial version approved by Board of Directors
	1.01	31/3/2022	Fixed typos and policy number
Created Date	Dec 2021		