

Information and Communications Technology Policy

1. Purpose and Scope

- 1.1 The Information and Communications Technology (ICT) Policy describes AIAT's approach to the provision and use of ICT systems and resources.
- 1.2 This policy applies to all AIAT students, academic and non-academic staff and all members of Boards and Committees.

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 activities of AIAT.

4. Policy Principles

- 4.1 ICT systems and resources are strategic assets that AIAT relies on for the purposes of teaching, learning, research and all administrative activities.
- 4.2 AIAT ICT systems and resources will be appropriately managed and protected to ensure confidentiality, integrity and availability.
- 4.3 AIAT will provide appropriate ICT systems and resources for both students and staff. Guidance for the acceptable use of these is defined in the Acceptable Use of ICT Policy and Procedure.
- 4.4 AIAT will monitor and audit the use of AIAT's ICT systems and resources to ensure these are used in an efficient, effective and secure manner.
- 4.5 AIAT information will be securely held, backed up on a regular basis and retrievable in an effective and efficient manner.
- 4.6 AIAT will only allow authorised privately owned information, communication and technology devices to connect to ICT systems and resources.
- 4.7 AIAT ICT staff will adhere to the Information Technology Professionals Association (ITPA) Code of Ethics.

4.8 AIAT will provide 24/7 help desk assistance.

5. Roles and responsibilities

- 5.1 The Board of Directors is responsible to authorise an expenditure budget to facilitate appropriate ICT facilities for AIAT.
- 5.2 The CEO is responsible for overseeing the provision of ICT systems and resources as required for AIAT.
- 5.3 Staff and Students are responsible for complying with all ICT policies and procedures.

6. Policy Details

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| Institution | Australian Institute of Advanced Technologies (AIAT) |
| Policy name | Information and Communication Technology Policy |
| Policy Reference No. | POL – 43 |
| 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 Policy Acceptable Use of ICT Procedure BYOD Procedure Privacy Policy |
| Related Legislation | Higher Education Standards Framework (Threshold Standards) 2021 (HESF) Crimes Act 1914 (Cth Australia) Cybercrime Act 2001 (Cth Australia) Copyright Act 1968 (Cth Australia) SPAM Act 2003 (Cth Australia) Telecommunications (Interception and Access) Act 1979 (Cth Australia) Surveillance Devices Act 2016 (SA) |
| References | AIAT has referred and benchmarked with the following institutions and policies during the creation of this policy: Griffith University (2020) Information Security The University of Queensland (2021) Information and Communication Technology Policy University of South Australia (2021) Information Security Policy |

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| | UNSW (2021) Acceptable Use of UNSW Information and Communication Technology (ICT) Resources Policy |
| Date of approval | 2 December 2021 |
| Review date | December 2024 |
| Policy Category | Governance |

6. Document Version Control

| Document No | POL - 43 | Last Modify Date | Summary of Changes |
|--------------|----------|------------------|--|
| Version No | 1.0 | NA | Initial version approved by Board of Directors |
| | 1.01 | | Added information regarding IT help desk availability. Fixed typos and policy number |
| Created Date | Dec 2021 | | |