



MACQUARIE COLLEGE

Acceptable Use of ICT Facilities Guidelines

Introduction

The purpose of these guidelines is to detail the acceptable use for Information and Communication Technology facilities (ICT facilities) at Macquarie College (MC) by staff, students and third parties.

Audience

The intended audience for these guidelines is all staff, students and third parties that use the ICT facilities of MC.

Scope

These guidelines apply to users with authorised accounts (as defined below) with access to MC ICT facilities.

Guidelines

MC provides ICT facilities to support its teaching and learning, administrative and business activities. ICT facilities include all computing and communication equipment, software, services, data and dedicated building space used in connection with information and communication technology, which is owned by, leased by or used under licence or agreement by MC. MC recognises its responsibility to ensure the appropriate use of its ICT facilities and that it must be protected from damage or liability resulting from the unlawful or inappropriate use of its ICT facilities.

These guidelines also acknowledge that MC is an eSmart accredited school which promotes cyber safety to our community. These guidelines have been revised in consultation with MC's eSmart representatives.

Users with Authorised Accounts

It is a requirement that every person who accesses MC's ICT facilities must have an authorised user account for their exclusive use

Authorised accounts will only be issued to staff employed by MC, currently enrolled students, visiting academics, contractors or consultants engaged by MC, or other recognised affiliates of MC. In addition, access to particular systems and types of use may require authorisation by the ICT Manager, Business Manager or Principal

All users with an authorised account must comply with these guidelines when using MC's ICT facilities.

Other Users

These guidelines recognise that some College ICT facilities are provided for the use of members of the general public who do not have any formal relationship with MC. An example of such facilities are College websites that are not subject to some form of access control.

These users will not be issued with user accounts, and will only be subject to sections 4.3.3 and 4.3.4 of these guidelines. In addition, their use of College ICT facilities must comply with State and Commonwealth laws and any additional Guidelines issued by MC in relation to their use of the facilities.

Acceptable Use

ICT facilities are provided to support MC's teaching and learning, administrative and business activities

ICT facilities are not provided for recreational or personal use unless specifically stated otherwise in the guidelines listed under Supporting Documentation

ICT facilities must not be used for conducting any business for financial gain of any party other than MC

Users of College ICT facilities must comply with MC's requirements for acceptable use. Specific activities that constitute unacceptable use include but are not limited to:

- deliberate, unauthorised corruption or destruction of ICT facilities (including deliberate introduction or propagation of computer viruses)
- deliberate, unauthorised access to ICT facilities
- unauthorised use of data or information obtained from the use of ICT facilities
- use of ICT facilities to access, create, transmit or solicit material which is obscene, defamatory, discriminatory in nature, or likely to cause distress to some individuals or cultures, where such material is not a legitimate part of teaching and learning or research (if the material is a legitimate part of teaching and learning or research, an appropriate warning should be given)
- transmission or use of material which infringes copyright held by another person or MC
- violation of software licensing agreements
- use of ICT facilities to transmit unsolicited commercial or advertising material
- deliberate impersonation of another individual by the use of their login credentials, email address or other means
- violation of the privacy of personal information relating to other individuals
- unauthorised disclosure of confidential information
- use of ICT facilities to harass or threaten other individuals
- unauthorised attempts to identify or exploit weaknesses in ICT facilities
- unauthorised attempts to make College ICT facilities unavailable
- use of College ICT facilities to gain unauthorised access to third party ICT facilities
- use of College ICT facilities in unauthorised attempts to make third party ICT facilities unavailable
- use which deliberately and significantly degrades the performance of ICT facilities for other users (including the downloading of files not related to teaching and learning and research)

Users must also comply with MC's other policies and procedures and other guidelines as released by ICT

If any unacceptable use of College's ICT systems is detected, it must be reported to ICT

Behaviour which breaches these guidelines may also breach Commonwealth and State law.

User Accounts and Passwords

All user accounts must have one person nominated as the person responsible for that account

Users are responsible for all activity initiated from their accounts, unless it is established that the activity was done by another person who gained access to the user's account through no fault of the user

Users must select passwords that cannot be easily guessed and they must not divulge passwords to others, including other staff and students

Users must not attempt to determine another user's password

If the security of a password is compromised, it must be changed immediately

Users are not permitted to authorise others to login using their account

Passwords should be changed regularly

Users are prohibited from using another user's account.

College Responsibility

MC will take reasonable steps to protect its ICT facilities from unauthorised and unacceptable use.

Monitoring Use

MC reserves the right to monitor any and all aspects of its ICT facilities to determine if a user is acting unlawfully or violating these guidelines, the associated documents listed under the support documents section, or any other College policy or rule.

Such monitoring may include, but is not limited to, individual login sessions, the internet sites visited by users and the content of electronic communications. Monitoring may be done with or without prior notice to the user.

Compliance

Users of College ICT facilities are responsible for adhering to the provisions of these guidelines

MC may take remedial action and suspend user access with or without prior notice in response to suspected breaches of these guidelines

Breaches by staff or students that constitute misconduct will be addressed by the relevant staff or student disciplinary procedures

Sanctions for failing to comply with these guidelines or the associated documents listed in supporting documents section, may include:

- immediate withdrawal of access to ICT facilities, with or without prior notice
- action taken under MC's relevant performance management scheme and/or disciplinary procedures for staff or for students
- criminal or other penalties imposed by State or Commonwealth legislation
- financial compensation sought by MC.

Exceptions

Requests for exceptions to these guidelines must be authorised by the ICT Manager. Such requests must be made in writing and will be evaluated based on the case presented to support it.

Implementation and review

All Managers, Heads of School or equivalent will be responsible for the implementation of these guidelines in their respective areas of responsibility

The ICT Manager is responsible for regularly reviewing these guidelines

The ICT Manager has authority to issue from time to time the guidelines referred to in the supporting documents section due to changes in the law or changes in the practices of MC

The ICT Manager has authority to amend the supporting documents section and any guidelines issued

The guidelines referred to in the supporting documents section and any additional guidelines are afforded the status of policy.

Communication

The Principal, Deputy Principals, Managers and Student Services are responsible for ensuring that all students and all staff members are aware of these guidelines. The policy is also available in the policy section of the Macquarie College website and the ICT Services website.

These guidelines will be included in the information package provided to all new members of staff.

Supporting Documentation

- Students Use of ICT Facilities Guidelines
- Junior School Students Use of ICT Facilities Guidelines
- Staff Use of ICT Facilities Guidelines

References

These guidelines and its guidelines have been based on the University of South Australia's Acceptable Use Policy.

Evaluation

These guidelines will be reviewed as part of a three-year school review cycle.

Adopted by the MCC / / Signed (MCC Chairperson) Date for review / /
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