



# Use of ICT Facilities Policy

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# 1. Background Information

This policy is designed to guide members of the Mindroom Innovation (including students, staff, guests and partners ) and contractors in the acceptable use of telephone, computer and information systems and networks (including local and hard drives, Internet, email and other electronic technologies) (Mindroom Innovation IT Facilities') provided by Mindroom Innovation.

This policy is intended to be read in conjunction with other relevant policies which includes but are not limited to the INTERNATIONAL STUDENT HANDBOOK, CODE OF CONDUCT INTERNATIONAL STUDENTS POLICY, BULLYING AND HARASSMENT POLICY, and PRIVACY POLICY; and all codes of conduct relating to staff and students.

Use of the MI ICT Facilities, including telephones and computers (including the internet, and email, apps and systems) indicates agreement to comply with, and understanding of, this policy.

# 2. Principles

The MI ICT Facilities, and in particular Internet, computer and telephone facilities, are important resources that the RTO makes available to staff and students with the understanding that they are used for research, teaching and community services in agreement with the RTO mission and mandate. It is therefore the responsibility of the user to make appropriate use of these facilities. Whatever the usage, the RTO expects the user to show that the use of these facilities is fully compatible with this guiding principle. Notwithstanding this personal obligation on the behalf of each user, the RTO may at any time take appropriate action to establish if MI ICT Facilities are being misused. In case of doubt it is for the user to prove that the facilities are being used properly.

Subject to the above understanding, the RTO staff and students are encouraged to make innovative and creative use of information technologies in support of education and research and will generally be provided with Internet access.

Access to information representing a multitude of views on current and historical issues is allowed for the information and enlightenment of the RTO. Consistent with other RTO policies, this policy is intended to respect the rights of individuals and articulate the obligations of academic freedom.

The RTO recognises that the purpose of copyright is to protect the rights of the creators of intellectual property and to prevent the unauthorised use of commercial products.

The RTO cannot guarantee the protection of individuals against the existence or receipt of material that may be offensive to them. As such, those who make use of electronic communications are warned that they may traverse or be recipients of material they find offensive.

Those who use telephones email and/or make information about themselves available on the Internet should be aware that invasions of privacy may sometimes occur and the RTO cannot protect users from technological abuse. Users are reminded that email should not

be used to send sensitive and confidential information unless appropriate security measures, including encryption, have been taken.

The MI ICT Facilities are limited and should be used wisely and carefully with consideration for the rights of others. These facilities offer powerful tools for communication amongst members of Mindroom Innovation RTO and of communities outside the RTO. When used appropriately, these tools can enhance dialogue and understanding. When used unlawfully or inappropriately, however, these tools may infringe on the beliefs or rights of others.

## 3. Responsibilities

Access to and use of the MI ICT Facilities is a privilege provided (and which may be removed) at MI's discretion that carries associated responsibilities including the following.

3.1 MI ICT Facilities are to be used only for RTO-related research, instruction, learning, and dissemination of scholarly information, administrative and business-related activities unless otherwise determined by the RTO. In addition, such use must be conducted in a manner that is lawful and respectful to others.

3.2 The RTO, as a matter of discretion, permits minimal use of its telephone facilities to make and receive personal calls, and some use of its internet and email facilities to send and receive personal messages, provided that such use is minimal and kept to a reasonable level and does not adversely impact on personal work productivity. See attached Guidelines on Limited personal use of MI ICT Facilities. The RTO may cease to allow such personal use at any time.

3.3 Users may not attempt to modify MI's Facilities - including its computer system and network facilities or attempt to crash systems. They must not tamper with any software protection or restrictions placed on computer applications or files.

3.4 Users may not encroach on others' use of the MI ICT Facilities, including computer resources by using them inappropriately. Such activities would include, but are not limited to,

- party-political activities;
- tying up computer resources for game playing,
- wagering or betting or other trivial applications;
- sending harassing or frivolous messages, such as chain letters, junk mail and other types of broadcast material, either locally or over the Internet;
- knowingly accessing or sending sexually explicit, pornographic or otherwise offensive material;
- using without thought, excessive amounts of storage;
- intentionally introducing any computer viruses or other rogue programs to Mindroom Innovation hardware or software or physically damaging systems.

Under no circumstances will the RTO tolerate misuse of the MI ICT Facilities for harassment including but not limited to unlawful harassment such as sexual harassment. Further details of what constitutes harassment may be found in the RTO's policy on Discrimination and Harassment. If a person using any of the MI ICT Facilities believes that she/he has been harassed as a result of an electronically transmitted message (or otherwise) it is important that the message (or applicable material) not be erased.

Rather, the message should be saved and the origin, date, time and location of the message should be written down and the procedure followed in the applicable RTO grievance management policy.

**3.5** Users must not purport to express views on behalf of the RTO without official authorisation to do so, or to cause another person to reasonably misconstrue that a personal view represents the official position of the RTO.

**3.6** Users must remember that information distributed through the MI ICT Facilities is a form of publishing, and many of the same standards apply. The MI directors have the responsibility for ensuring that RTO standards for publishing information about the RTO are met.

**3.7** The use of the MI ICT Facilities for commercial purposes is expressly forbidden unless it is for the authorised commercial activities of the RTO.

## 4. Security

**4.1** Users are not permitted to gain access to the Internet other than through WIFI MI-Student and MI-Student-5G.

The password will be given by one of the staff, and the wifi must be used only by members.

**4.2** Users are responsible for all use of their computer account(s). They should make appropriate use of the system and network-provided protection features and take precautions against others obtaining access to their computer resources. Individual password security is the responsibility of each user.

## 5. Legal framework

**5.1** Users are responsible for making use of software and electronic materials in accordance with copyright and licensing restrictions and applicable RTO policies. MI ICT Facilities, equipment and software may not be used to violate copyright or the terms of any licence agreement. No one may inspect, modify, distribute or copy proprietary data, directories, programs, files, disks or other software without proper authorisation.

**5.2** Staff are reminded that the RTO is the owner of copyright over, among other things, all email messages created by its employees as part of their employment.

**5.3** All members of the RTO 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.

## 6. Administration and implementation

Surveillance, Logging and monitoring of MI ICT Facilities (other than telephones)

**6.1** The RTO conducts surveillance of the MI ICT Facilities (other than the content of telephone calls). As part of this, all actions performed using the MI ICT Facilities (except for the content of telephone calls) can be logged and may be monitored by the RTO, or by

another person on the RTO's behalf, on an ongoing basis. You should expect this surveillance to be continuous and ongoing. This includes document creation and deletion, file management, email and other electronic communications which are sent or received, both internally and externally, and internet activity (including the sites visited, the content of those sites and the time spent at each site). The RTO considers that such surveillance is appropriate to allow it to, among other things, enforce its policies to prevent the use of proprietary software or copies of electronic texts or images in disregard of copyright restrictions or contractual obligations; to safeguard the integrity of computers, networks and data either at the RTO or elsewhere and to protect the RTO against any untoward consequences.

**6.2** The RTO may restrict the use of the MI ICT Facilities (including computers, Internet, email and other network systems) where it believes it is appropriate to do so, for example if they are non-work related or wasteful of electronic resources, such as broadcast or mass emailing. In addition the RTO may block access to internet sites if it considers it appropriate to do so. The RTO reserves the right to limit access to its networks through RTO-owned or other computers and to remove or limit access to material stored on RTO-owned computers. The RTO also reserves the right to limit the size of individual electronic mail items sent, the total volume of mail sent and the amount of electronic mail retained on central mail servers.

## 7. Disciplinary action

**7.1** All users are expected to conduct themselves consistently with the obligations outlined in this policy and all other applicable RTO policies. Failure to comply with this policy or any form of misuse of the MI ICT Facilities may subject the user to disciplinary action. When appropriate, temporary restrictive actions will be taken by system or network administrators pending further disciplinary action.

**7.2** This policy does not preclude action being taken against members of the RTO (including staff and students) under Australian law generally and QLD.

## 8. General

**8.1** The terms and prescribed conduct described in the policy are not intended to be exhaustive, nor do they anticipate every possible use of the MI ICT Facilities. Users are encouraged to act with caution and take into account the underlying principles intended by this policy. If users feel unsure of the appropriate action relating to the use of any of the MI ICT Facilities they should contact nominated supervisor in the first instance.

## 9. Policy Review

The RTO may make changes to this Policy from time to time to improve the effectiveness of its operation. Staff members who wish to make comments about this Policy may forward suggestions to the students support and HR department, [info@mindroom.com.au](mailto:info@mindroom.com.au)

## 10. Further Assistance

Students and Staff wishing to obtain further information on the Use of ICT Policy shall contact the students support on: [info@mindroom.com.au](mailto:info@mindroom.com.au)

## 11. Attachment 1 – Guidelines on Minimal Personal Use of IT Facilities

Occasional minimal person usages of MI ICT Facilities are permitted only if all of the following conditions are met:

- Usage generally occurs during personal time;
- There are no appreciable costs to the RTO;
- Any use is brief in duration, occurs infrequently and is the most effective use of time or resources;
- Usage does not disrupt or distract for the conduct of RTO business;
- The use does not disrupt other RTO employees;
- Usage does not obligate other RTO employees to make personal use of RTO resources;
- Usage does not compromise the security or integrity of RTO property, information, or software; and/or
- Usage does not breach a state, territory or Commonwealth law.

### Examples of Minimal personal usage

Examples of permitted personal usage of MI ICT facilities include but are not limited to the following:

- Short electronic communication with children and dependents;
- Scheduling personal appointments (e.g. medical, child/elder care arrangements);
- Personal use of computers for listening to news or music at employee's workstation provided it does not disturb others or interfere with access to computer usage for official use as authorized by a supervisor;
- Use of games, during breaks, that an employee has not personally installed on a RTO computer (i.e. Games installed during a default install of the Operating System e.g. Windows solitaire).

### Specifically Prohibited

The following personal usage of RTO IT facilities is specifically prohibited:

- Any usage for the purpose of conducting an outside business;
- Usage for any unsolicited mass mailing that is not directly relevant to an employee's duties as an employee of the RTO. For these purposes, emails that are sent only to employees who are members of an association (e.g. a club or an interest group) will not be considered to be unsolicited mass mailing;
- Usage for the purpose of supporting, promoting or soliciting for an outside organization or group except if authorised by the HR department or the directors;
- Any campaign or political use;
- Commercial uses such as advertising or selling;
- Any illegal activity;
- Any use in violation of RTO policy; or
- Any personal use of property or equipment of the RTO taken off site or removed from other official RTO work sites regardless of whether there is cost to the RTO or not.