

ITDS Acceptable Use Policy

POLICY PURPOSE

The ITDS Acceptable Use Policy outlines appropriate use of UTS College's information, communication and technology resources.

SCOPE

This policy applies to the use of all UTS College ITDS assets and information systems regardless of the physical location from which they are accessed. It is applicable to all Staff, Affiliates and students (hereby after referred to as Users) who are provided access to UTS College ITDS resources

UTS College Staff, Affiliates and students are also provided with a range of ITDS assets and information systems offered by the University of Technology Sydney. Use of those services is subject to University policy. Refer to: <http://www.gsu.uts.edu.au/policies/itfacilities.html>

DEFINITIONS are set out at the end of this policy.

POLICY PRINCIPLES

| Principle | Responsible |
|---|-------------|
| GENERAL ACCESS | |
| 1. Student Users are automatically allocated access to ITDS assets and information systems on enrolment. Staff and Affiliate users are allocated access to ITDS assets and information systems based on their role and responsibilities as requested by their manager. It is a manager's responsibility to review and notify the ITDS Service Desk of any changes to employee's role or responsibilities to ensure only required access is provided to Users. | Manager |
| 2. Users are expected to exercise responsibility, use the resources ethically and respect the rights and privacy of others. Users must use ITDS assets and information systems professionally and appropriately at all times. Reasonable personal use is permitted provided that it does not interfere with Users' productivity, does not create a conflict of interest, is not carried out for monetary gain and it does not breach this or any other UTS College policy. | All Users |

| Principle | Responsible |
|--|-------------------------|
| <p>3. ITDS assets and information systems should not be used for inappropriate or improper activities or breach legislation. This includes: pornography, fraud, defamation, breach of copyright, unlawful discrimination or vilification, harassment, including sexual harassment, stalking, bullying, privacy violations and illegal activity, including illegal file sharing. The audience of an electronic message may be unexpected and widespread, and users should be mindful of this when using ITDS resources.</p> | All Users |
| SYSTEM CREDENTIALS AND PASSWORDS | |
| <p>4. User names, IDs and passwords are issued to individual Users for the sole use by that User in the execution of their UTS College studies or work responsibilities.</p> <p>Users are responsible for safeguarding any and all ITDS credentials that are allocated to them.</p> | All Users |
| MONITORING USE OF ITDS RESOURCES | |
| <p>5. Users acknowledge that ITDS will undertake surveillance and monitoring of ITDS assets and information systems that Users access, including using personal devices (such as UTS College email on personal devices) on a continuous and ongoing basis.</p> <p>Further information is available in Surveillance at UTS College.</p> | ITDS Operations Manager |
| WEB FILTERING | |
| <p>6. UTS College blocks websites and internet services that it considers inappropriate for Users to access from UTS College ITDS assets and information systems.</p> <p>Websites classified as known phishing or malware sites will be blocked.</p> | ITDS Operations Manager |
| COMPLIANCE | |
| <p>7. ITDS assets and information systems are provided to improve and enhance learning and teaching, and for the conduct of the business and functions of UTS College.</p> <p>Users are expected to use and manage these systems in an appropriate manner and in accordance with this policy.</p> | All Users |
| GOVERNANCE | |
| <p>8. If student Users breach this policy, the breach will be dealt with under the Non-academic Misconduct Policy.</p> <p>Students are required to report any breaches of this policy to the ITDS Service Desk as soon as possible.</p> | Students |

| Principle | Responsible |
|---|----------------------|
| <p>9. If Staff or Affiliate Users breach this policy, UTS College may take disciplinary action or legal action up to and including termination of employment or other contractual relationship.</p> <p>Staff and Affiliates are required to report any breaches of this policy to their manager or Human Resources as soon as possible.</p> | Staff and Affiliates |
| <p>10. UTS College reserves the right to notify the appropriate law enforcement authorities of any suspected unlawful activity and to cooperate in any investigation of such activity.</p> | The Executive |
| <p>11. Where Staff members breach this policy, UTS College considers their conduct to be outside the course and scope of employment. To the extent permitted by law, UTS College reserves the right not to defend or pay any damages awarded against Staff members who breach this policy</p> | All Staff |

DEFINITIONS

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|-------------------------------------|--|
| Affiliates | Insearch Limited Board members, honorary appointees, contractors, labour hire personnel, volunteers, agency staff and any other person appointed or engaged by UTS College to perform work or functions for UTS College. |
| ITDS assets and information systems | All network services, computer equipment and software, owned, leased or used under license by UTS College; and <ul style="list-style-type: none"> • Computer facilities maintained by other bodies but available for use through an agreement or agreements with UTS College; and • ITDS systems specified and deployed by departments other than by ITDS, with or without explicit organisational approval. |
| Staff | People employed to work on an ongoing, fixed term, sessional or casual basis under the terms and conditions of an employment agreement (contract) issued by UTS College. |
| Users | Any person provided with access to the UTS College ITDS assets and information systems, including but not limited to students, Staff and Affiliates. |
| UTS College | Insearch Limited, its representative offices and its controlled entities. |

SUPPORTING DOCUMENTS

Include the title of supporting documents such as legislation, associated policies, related procedures and other UTS College resources.

- Crimes Act 1900 (NSW)
- Copyright Act 1968 (Cwlth)
- Code of Conduct
- ITDS Security Policy
- ITDS Acceptable Use Procedure – Staff
- ITDS Acceptable Use Procedure – Students
- Surveillance at UTS College
- Telecommunications Act 1997 Cwlth)
- Workplace Surveillance Act 2005 (NSW)

ADMIN USE ONLY

| APPROVAL | | |
|--------------------|----------------------------|------------------------|
| Signature: | | |
| Position title: | Managing Director | Date: 9/05/2019 |
| Policy Title | ITDS Acceptable Use Policy | |
| Executive | Chief Operating Officer | |
| Manager | Head of ITDS | |
| Policy ID | PO/ITDS/02/19 | |
| Effective Date | 9 May 2019 | |
| Approved by | Executive | Date 9 May 2019 |