Information Technology Usage Policy

Bendigo Kangan Institute Policy Merge Transition Statement

In November 2014, the Bendigo Kangan Institute (BKI) Board approved this policy as a BKI policy going forward. The content of this policy originated from either Bendigo TAFE, Kangan Institute or VETASSESS, and therefore could contain roles, departments and structures that have changed with the BKI merger. This policy will be reviewed and updated by its owner in 2015. Until it is updated any requirement to clarify a role, department or structure can be directed to the Policy Owner, who is identified in section 9.

1.0   Purpose

Content for this section was not available from the previous policy. When this policy is next reviewed by its owner, content for this section will be developed.

2.0   Scope

This policy applies to management, staff, contractors, affiliates and service providers. This policy applies to students' use of Bendigo Kangan Institute's IT resources through the acceptance of terms and conditions of use. Devices not owned by Bendigo Kangan Institute, but authorised for use on Bendigo Kangan Institute systems, are also subject to this policy. Bendigo Kangan Institute policies and procedures are subject to the specific requirements of the Department of Justice and/or Department of Human Services at Corrections campuses.

3.0   References

Information Privacy Act 2000 (Vic)

Privacy Act 1988 (Cth)

Copyright Act 1968 (Cth)

Copyright Amendment (Digital Agenda) Act 2000 (Cth)

Financial Management Act 1994 (Vic)

4.0   Principles

Content for this section was not available from the previous policy. When this policy is next reviewed by its owner, content for this section will be developed.

5.0   Policy Statement

Bendigo TAFE is committed to the effective management and use of information and communication technology resources, in accordance with regulatory and business requirements. This policy sets out the direction, principles and business rules that govern all use of those resources.

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The following apply to all business activities, and are delivered through various procedures related to this policy.

- No person will be provided access to Bendigo Kangan Institute's computer and communication systems until duly authorised by the Group Manager Information Systems and/or authorised line manager and only after their acceptance of the terms of use.

- Authorised use is limited to:

  o The use of hardware provided by Bendigo Kangan Institute to an individual for the express purposes of their employment, contracted engagement, student enrolment or authorised visitor access.

  o The use of software provided by Bendigo Kangan Institute to an individual for the express purposes of their employment, contracted engagement, student enrolment or authorised visitor access.

  o Access to files and data provided by Bendigo Kangan Institute to an individual for the express purposes of their employment, contracted engagement, student enrolment or authorised visitor access.

  o The use of e-mail, messaging and internet-based applications provided by Bendigo Kangan Institute to an individual for the express purposes of their employment, contracted engagement, student enrolment or authorised visitor access.

  o Employees are permitted reasonable limited personal use of Bendigo Kangan Institute's computing and communication resources. Employees are expected to exercise good judgement regarding the reasonableness of personal use. If such personal usage is deemed by the line manager to be excessive, they should report the matter to the Group Manager Information Systems, and the matter will be investigated.

- Prohibited use specifically includes, but is not limited to, the:

  o Use of Bendigo Kangan Institute systems, software or equipment for illegal or criminal purposes.

  o Use of Bendigo Kangan Institute systems, software or equipment to threaten, harass, offend, annoy, slander, bully, intimidate, libel or interfere with the work of any person.

  o Introduction or use of games or streamed content, unless authorised for work-related purposes.

  o Installation of software on any system without prior authorisation by the relevant System Administrator.

  o Installation of any un-authorised device on the Bendigo Kangan Institute IT or communications systems.

  o Use of Bendigo Kangan Institute systems, software or equipment to transmit or broadcast, within or outside the organisation, spam, chain letters, junk mail, unsolicited commercial messages or content, political material or opinion, unsolicited religious messages or content, or to conduct surveys/questionnaires not expressly authorised by Bendigo Kangan Institute.

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- - Use of Bendigo Kangan Institute systems, software or equipment for gambling or blogging.
  - Use of Bendigo Kangan Institute systems, software or equipment to transmit or download/invite messages or material that is pornographic or of a sexual or offensive nature.
  - Use of Bendigo Kangan Institute systems to conduct or facilitate a private business.

- Software and documentation are subject to licensing and copyright, and may not be copied without written authorisation by the Group Manager Information Systems.

- An authorised user must protect their account from unauthorised use, and not allow any person to use their identity and/or password, or to share their account. Users will change their password regularly.

- Users must not attempt to tamper with, or break into, any Bendigo Kangan Institute system or computer, or into any external system, by any means.

- Users must immediately report any actual or potential security breach of which they become aware to the IT Help Desk, including if a user is the recipient of spam.

- The use of Bendigo Kangan Institute systems, software or equipment will be routinely monitored and audited. Instances of unauthorised use will be investigated and reported. Users must cooperate with any investigation into a security breach or improper use.

- Disclosure of or sending Bendigo Kangan Institute confidential material or information to persons outside Bendigo Kangan Institute, or to unauthorised persons inside Bendigo Kangan Institute, is prohibited.

- Any software or data stored on Bendigo Kangan Institute systems or equipment will become the property of Bendigo Kangan Institute and may be viewed, removed or destroyed in the normal course of system administration and capacity management activities.

- Bendigo Kangan Institute does not accept responsibility for the safekeeping, security or backup of any software or data stored on Bendigo Kangan Institute systems or equipment for personal use.

- No person is to relocate IT equipment without express permission from the ITCU. This includes moving desktop computers or phones between rooms, buildings, or to a different department. In most cases, the ITCU will facilitate any such relocations of equipment.

- Users must take all reasonable precautions to protect Bendigo Kangan Institute equipment from theft, loss, accidental damage and physical abuse. Where equipment has been allocated to a specific individual, that individual is responsible for the security and protection of the equipment.

- Staff or students may request that BYOD equipment is connected to the Bendigo Kangan Institute infrastructure, using the appropriate application forms. Such devices once authorised and connected, fall under the same rules and policy conditions as Bendigo Kangan Institute owned devices, including Bendigo Kangan Institute's right to audit devices.

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Breach of this Policy

Any employee, student, or other person that becomes aware of an actual or possible breach of this policy should immediately report the matter to the Group Manager Information Systems.

Users may be held personally liable for damages or costs as a result of a breach of this policy.

Any Bendigo Kangan Institute staff member or contractor found to be in breach of this Policy will have disciplinary action initiated against them, up to the level of termination, in accordance with the Staff Code of Conduct.

Any student found to be in breach of this Policy will have disciplinary action initiated against them, up to the level of termination of enrolment, in accordance with the Student Welfare and Conduct Policy.

6.0   Roles and Responsibilities

Content for this section was not available from the previous policy. When this policy is next reviewed by its owner, content for this section will be developed.

7.0   Definitions

Word/Term	Definition
Blogging	Writing a blog. A blog is a personal online journal that is frequently updated and intended for general public consumption.
BYOD	Bring Your Own Device – a portable electronic device owned by staff member or student, such as a laptop, smart phone, or tablet device.
Data	Includes all information captured, used, exchanged and stored electronically.
Hardware	Any computer, portable electronic device, communication, printing or storage device, media and associated equipment in use with Bendigo Kangan Institute IT systems.
ITCU	Information Technology & Communications Unit
Group Manager Information Systems	Bendigo Kangan Institute's IT Manager or other ITCU staff member delegated to perform the Manager's responsibilities.
Software	Any operating system, program, application or instruction routine in use or stored on Bendigo Kangan Institute IT systems.
Spam	Unauthorised and/or unsolicited electronic mass messages

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8.0 Supporting Procedures

Content for this section was not available from the previous policy. When this policy is next reviewed by its owner, content for this section will be developed.

9.0 Version Control and Change History

Version	Date Approved	Approval Body	Issue Date	Description of Change	Next Scheduled Review Date	Document Owner
1.0	27/10/2014	Board	04/12/2014	The content of this policy originated from Bendigo TAFE POL 303 Information Technology Usage Policy.	31/12/2015	Executive Director Learning Experience

10.0 KI Policy and Procedure Portal / BT BMS Requirements

Category	Key Words
Information Management	