

## **Information Technology Usage Policy - Student**

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### **1.0 Purpose**

To provide guidance to BKI students on acceptable use of Information technology resources provided by BKI.

### **2.0 Scope**

The policy applies to all students of BKI.

### **3.0 References**

Privacy and Data Protection Act 2014 (Vic)

Privacy Act 1988 (Cth)

Copyright Act 1968 (Cth)

Copyright Amendment (Digital Agenda) Act 2000 (Cth)

### **4.0 Policy Statement**

BKI provides access to Information and Communications Technology (ICT) systems and software resources to enrolled students in order to support the academic and educational pursuits of enrolled students. Students are encouraged to use these IT resources to broaden their understanding and application of contemporary technologies, to enhance their studies and to assist them to engage positively and actively with communities and individuals primarily for purposes linked to their study. Students are advised that with the opportunity to use BKI's IT resources comes with the responsibility to behave legally, ethically, morally and according to the standards of behaviour outlined in the BKI Code of Student Conduct Policy.

Students and parent/carer of students under the age of 18 should be aware that BKI provided email address will be the primary method of contact for all communications from BKI. For students under the age of 18, parent/carer are provided a copy of this policy too. The student and parent/carer are required to read and accept the ICT acceptable usage agreement.

#### **4.1 Acceptable Usage**

Each individual must respect the right of others to work and/or study in an environment which is free from harassment and intimidation when using BKI's computer network. Acceptable uses of BKI's computer network are activities which are directed at proper research and study.

Students are encouraged to develop usage which meet their individual study needs and which take advantage of BKI's computer network functions such as portals, email, instant messaging, web access, conferencing, bulletin boards, databases, FTP and access to software.

Students should be aware that transferring excessively larger files can have an adverse effect on network resources and negatively affect classroom delivery. This practice is strongly discouraged.

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Personal use of BKI's computer network for services such as email or web access is permitted where this constitutes legal, ethical and moral activities and limited usage.

Where students are found to be using BKI's computer network for purposes not linked to proper research or study, BKI may require them to limit, modify or cease the usage entirely.

Students should be aware that BKI provided email address will be the primary method of contact for all communications from BKI.

Students should be aware that email or other messages may be monitored whilst using BKI resources.

### 4.2 Unacceptable use of network and physical devices

Students must not:

- use BKI's computer network to download, display, share or print offensive material, including material that is sexist, sexually explicit, pornographic or racist.
  - knowingly receive and utilize material via email or through the Internet that is offensive, including material that is sexist, sexually explicit, pornographic or racist.
  - use BKI's computer network to threaten, harass, defame or offend others, or to discriminate against others or to use BKI's computer network in a vilifying, sexist, racist, abusive, rude, annoying, insulting, threatening, obscene or other offensive manner.
  - attempt to transfer, store or print files, material or messages that violate anti-discrimination legislation, copyright law or BKI policies and procedures, or display or transfer offensive materials via BKI's computer network.
  - violate the rights to privacy of students or BKI's employees, contractors, volunteers or guests including attempts to access another person's account, private files, or email without the permission of the owner.
  - attempt to write, produce, copy or attempt in any way to introduce any computer code designed to self-replicate, damage or otherwise hinder the performance of any computer.
  - attempt to alter system software, firmware or hardware configurations or corrupt, damage or destroy data.
  - use BKI's computer network for any commercial purpose.
  - misuse IT equipment; care must be exercised at all times when using IT equipment, students will be held responsible for the cost of repair if damage is caused through misuse or negligence.
  - damage IT equipment and damage must be reported to BKI staff immediately upon discovery.
  - tamper with or move IT assets without authorisation.
  - record and transmit images, voice, video and files without permission of the person and where the person is a child or young person under the age of 18, without permission from a parent or carer as well.
- utilize your student email to spam or otherwise create or submit unwanted emails to any internet users.

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### 4.3 Reporting receipt of offensive material

Students who receive unsolicited offensive material from an unknown external source or a known source within BKI must report it immediately to the relevant Director of studies or Teacher who will determine on further actions required. Students must not print or forward the offensive material.

### 4.4 Breach of this Policy

Any employee or student that becomes aware of an actual or possible breach of this policy should immediately report the matter to the ICT Support Centre. Any instances of unauthorised use will be investigated and reported. Users may be asked cooperate with any investigation into a security breach or improper use.

Users may be held personally liable for damages or costs incurred as a result of their actions. Any BKI student found to be in breach of this Policy may have disciplinary action initiated against them, in accordance with the BKI's Code of Student Conduct Policy.

## 5.0 Roles and Responsibilities

Role	Responsibilities
Students	Ensure that the use of BKI resources and computer network complies with BKI's Policies and Procedures.
Students	Ensure email correspondence is responded to within a reasonable timeframe.
Students	Students may seek redress for any form of harassment or intimidation resulting from inappropriate use of BKI's computer network by BKI students or staff as per the BKI Student Complaint/ Grievance Procedure
CIO	Investigate breaches of proper use of BKI Systems

## 6.0 Definitions

Word/Term	Definition
BKI	Bendigo Kangan Institute
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 BKI IT systems.
Software	Any operating system, program, application or instruction routine in use or stored on BKI IT systems
ICT Network	BKI's computer network. It includes all computers and computing devices (including both the wired and wireless local area networks) as well as any software services provided by BKI for student use.

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### 7.0 Supporting Policies and Forms

Policy or Form name
BKI Code of Student Conduct Policy
BKI Child Safety Policy
BKI Student Complaint/ Grievance Procedure

### 8.0 Version Control and Change History

Ver.	Approved By	Approval Date	Issue Date	Description of Change	Next Scheduled Review Date	Document Owner
1.0	Head of ICT Strategy, Architecture, Risk and Compliance	15/02/2021	26/04/2021	New Policy created for students	15/02/2023	CIO

### 9.0 BKI Policy and Procedure Portal

Category	Key Words