

Care Plus Training Pty Ltd

T/A



PROMOTING HOLISTIC TRAINING

RTO ID 41009

ACCEPTABLE USE OF INFORMATION TECHNOLOGY FACILITIES AND COMPUTERS

VERSION HISTORY

Policy Owner:	Directors	JaiKiran Seelam
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INTENT

All computer hardware provided by the Nurse Training Australia (NTA) is for the sole use of employee and students of the College (herein referred to as 'you' or 'the user'). It is provided to assist you to carry out your responsibilities to the College and to assist your training activities. The computers unless indicated are not to be used for other purposes.

SCOPE

Computing resources are defined as computer hardware, computer software, computer peripherals and networks operated by or for the benefit of the College.

The use of Internet by a staff member is a privilege, not a right, and inappropriate use will result in the removal of this privilege. It is your responsibility to use computing resources in a manner that is efficient, ethical and legal. Users accessing the Internet are responsible for all online activities that take place through the use of their accounts.

You shall strictly adhere to both the letter and spirit of this policy, which is provided to ensure a reliable, secure computing environment for all users. Failure to comply with any of the regulations set forth in this document may result in action being taken against you.

General Provisions

- (a) **Authorised purposes:** You may only use the College facilities and computing resources for authorised purposes.
- (b) **Access to areas and resources:** You may use access those areas and use those computing resources that you have been authorised to use. Your access to computer resources is protected by a personal password, this means you must not make this password available to others or use passwords not assigned to you.
- (c) **Protection of passwords and log-in:** You may not allow another user to give his/her password to you, or attempt to find out the password of another user, or aid such attempts by any other person. You may not use another person's log-in account. In some instances, the Management may establish shared accounts and only in these instances may more than one person use a password.
- (d) **File protection:** You may not copy, rename, alter, examine or delete the files or programs of another user without their permission. The Management may, as required by system maintenance and after proper notification, delete files that are determined to be non-essential.
- (e) **Internal business records on our server:** You may not compromise the confidentiality of the College's internal business practices or records.
- (f) **Copyright:** You must be aware of the copyright laws as they apply to computer software and other material to which you have access. If you copy any material that is protected

- by copyright without proper authorisation, you may be subject to criminal and/ or civil penalties and/ or further disciplinary action by the College.
- (g) **Unauthorised downloads:** You may not download MP3 music files, movies or similar unauthorised or copyrighted material from the Internet.
 - (h) **Unauthorised gaming:** You may not play games or gamble on the Internet using College resources.
 - (i) **Use of email:** You may not impersonate someone else in any electronic message or send messages that do not clearly identify you as the sender.
 - (j) You may not use the College's computing resources to send, receive, or display information including **text, images or voice that is sexually explicit, contain profanities or obscene comments or constitutes discrimination or harassment.**
 - (k) **Security of the computer system:** You may not subvert (known as **hacking**) or attempt to subvert or assist others to subvert the security of any computing resources.
 - (l) The use of software or hardware devices designed to capture examine network data is restricted to the Management for the purpose of network maintenance. **Unauthorised use of such software or hardware devices is expressly forbidden.**
 - (m) **Nuisance programs:** You may not use the College resources to create, disseminate or execute self-replicating or similar nuisance programs whether or not they are destructive in nature.
 - (n) **No access to personal accounts:** You may not use the College equipment to access personal email accounts without written permission from the Management.
 - (o) **Limited use of network and file sharing:** You may not use file-sharing applications to download files or share files with other users when they are on the Internet or within the network.

Privacy

Notice is hereby given that there are no facilities provided by the College for sending or receiving confidential messages. You must be aware that electronic messaging system may not be secure from unauthorised access and should not be used to deliver confidential information. While performing normal maintenance activities messages may be monitored.

All forms of electronic data (e-mail, all computer documents and files, faxes, etc) are the property of the College and are retained in an archival system. These documents can be requested at any time by a member of an auditing team, a WorkCover auditing team or by a court of law as subpoenaed evidence in a court case.

The Management has, with due regard for the right of privacy of users and the confidentiality of their data, the right to suspend or modify information access privileges, monitor messages, examine files, passwords, printouts, tapes and any other materials that may aid in the investigation of possible abuse.

Whenever appropriate, your co-operation and agreement will be sought in advance. You are expected to co-operate in such investigations when requested to do so.

Use Violations

Users shall not use the College's resources for communications that:

- (a) discriminate on the basis of race, creed, colour, gender, religion, disability or sexual orientation;
- (b) constitute sexual harassment;
- (c) infringe copyright law;
- (d) breach security;
- (e) promote personal business interests;
- (f) Violate any state or federal laws.

Sanctions

Violation of any of the provisions of this policy may result in:

- (a) revocation of use privileges;
- (b) disciplinary action;
- (c) Legal action for a violation of civil or criminal law.

EMPLOYEE/STUDENT ACKNOWLEDGEMENT OF POLICY

I have seen a written copy of the College Acceptable Use of Computers document and read the same.

I recognise that for the purposes of this document, the “Internet” includes e-mail.

I fully understand the terms of this policy and agree to abide by them.

I realise that the College security software may record, for management use, the Internet address of any site that I visit and keep a record of any network activity in which I transmit or receive any kind of file.

I acknowledge that any message I send or receive will be recorded and stored in an archive file for management use. I know that any violation of this policy could lead to dismissal or even criminal prosecution.

Printed Name: _____

Date: _____

Signature: _____

This signed declaration will retained in the personal file