

1. PURPOSE

To establish a policy for the use of computers and networks on both the education and administration networks of Brisbane North Institute of TAFE (BNIT).

2. SCOPE

This policy is to ensure that the terms and conditions involved in computer and network use are known and available to all computer and network users.

Start Point The need to educate and monitor users in the policy and restrictions involved in the use of computer and network systems.

Finish Point The understanding of, and conforming to, the guidelines of proper computer and network use.

Teams Involved ICT Platforms & Services, All current and potential computer and network users.

3. POLICY

Each user of BNIT computer systems:

- Is to be assigned a unique computer account (user-id) to access computer systems;
- Is to only access the computer system using their unique computer account;
- Is accountable for all computer system usage conducted using their unique account.

Staff

- 3.1. Staff will be provided with 100MB disk space on the staff administration network H drive for their personal data **only**. (For example – a resume);
- 3.2. All course or administration material is to be saved to the relevant faculty/course or administration folder on either the administration or education network.
- 3.3. Portable technology assets will be allocated to staff according to Institute Policy IP13 - Portable Technology Assets.
- 3.4. Where the institute has an appropriate agreement in place with a software provider, software may be available for purchase by staff for home use whilst they are an employee of BNIT and for the period that the institute has the software licence agreement in place. Details of any such arrangements will be published on the institute intranet site under the ICT Platforms & Services site.
- 3.5. Software purchased for home use cannot be copied or loaned to another person. Staff are liable for any licensing breaches whilst the software is under their control.
- 3.6. Under the TAFE Queensland contract with Unisys, the Unisys help desk does not offer an emergency process for the resolution of problem calls or service requests out of hours. Any callers logging a job outside the hours of 7:30 am to 6:00 pm will be provided with a facility to log a job that will be actioned on the next business day. Alternatively, in an emergency, Unisys can be called out after hours for a minimum charge of \$500.00 per call out. The Approval Officer only can make authorisation for a callout. Refer to the Institute Delegations.
- 3.7. Staff with access to the Institute Administration network will be allocated General User rights only. Advanced User or Local Administrator rights will only be approved by the Operations Manager, ICT Platforms and Services.
- 3.8. All staff are to logoff their personal computer before leaving the workplace at the end of a business day.

Please refer to the Terms & Conditions of Computer & Network Use overleaf.

Students

Brisbane North Institute of TAFE recognises that computing and electronic resources are a valuable source of learning and information relevant to educational programs. You are encouraged to make use of these resources for purposes relating to study being undertaken through the Institute. Brisbane North Institute of TAFE computing and electronic resources are not to be used for purposes other than for course requirements unless otherwise stated by the Faculty Director.

This policy provides information about the acceptable use of computing and electronic resources provided by Brisbane North Institute of TAFE. These resources include videoconferencing and Internet services and include email, email lists, web browsing, and access to the BNIT Education Network. It is your responsibility to adhere to this policy for appropriate use of computing and electronic resources.

- 3.9 Enrolled students of Brisbane North Institute of TAFE will be provided with a unique student login to the Education network. This login will provide the student with 30 MB of disk space, plus internal e-mail.
- 3.10 All student data must be saved to the education network student H drive or other appropriate network drive, a replaceable disk (floppy, CD or DVD) or a memory stick.
- 3.11 Students must not exceed their allocated 30 MB disk space unless additional disk space is approved by the Operations Manager, ICT Platforms and Services.
- 3.12 All computers, networks and software provided will be at an industry standard.
- 3.13 Students will have access to the Internet from all student computers.
- 3.14 Students will be advised of the Institute policy - **Computer and Network Use Terms & Conditions at Orientation.**

Brisbane North Institute of TAFE reserves the right to:

- Moderate access to Internet and Intranet services, including the filtering of websites
- Monitor and record all usage of its computer networks, including its Internet services
- Access a staff and student e-mail account where it has been considered there has been misuse of the e-mail system
- Take disciplinary action when breaches of expected behaviour occur

Common Computer and Network Terms & Conditions use for Staff & Students

Inappropriate Use

You should not use the computing and electronic resources provided by Brisbane North Institute of TAFE for the following:

- 1.1 Conducting private business for personal gain or profit, including fee-based or subscription services.
- 1.2 Unauthorised downloading or storage of files and records, which are not for study/work purposes. Downloading of Software (licensed, shareware, freeware, evaluation or otherwise) including system, application or data files may only occur when approved by the Institute and using procedures approved by the Institute.
- 1.3 Disrupting communication and information devices through such means as mass mailing or transmitting files, which may place an unnecessary burden on Institute resources
- 1.4 Representing your personal opinions views, ideas, questions, or actions as those of Brisbane North Institute of TAFE. When communicating with individuals, groups or institutions you do so as an individual. Remember that you are always identifiable as having an account at Brisbane North Institute of TAFE therefore you must make it clear that your communications represent you and not the Institute.
- 1.5 Accessing of communication and information devices and services such as Internet relay chat, for non-study purposes. All transactions should be conducted in a manner that does not create congestion on the network. For this reason the accessing of Internet chat sites is prohibited. Audio files including the playing of radio over the internet, movie files and games are not to be played, installed onto computers or downloaded from the Internet.
- 1.6 Using the Internet to gain unauthorised access to other computers

- 1.7 Unauthorised use of any password/mailbox or computer logged on by another user is prohibited
 - 1.8 Failing to undertake security precautions when downloading files e.g. checking for viruses. Any use of the Internet should ensure that there is no possibility of transmission of viruses or programs that may harm data or computer hardware and software. No e-mail attachment should be opened if received from an unknown source or topic. If you receive any suspect e-mail or virus warning from an unsubstantiated source; you should contact the Unisys Helpdesk immediately for advice.
 - 1.9 Forwarding confidential information about Brisbane North Institute of TAFE to any individual or companies over the Internet
 - 1.10 Gaining or attempting to gain access to another user's account or masquerade as another user
 - 1.11 Attempting to intercept, download or electronically read another user's files, transmissions or electronic mail
 - 1.12 Giving an unauthorised person, either intentionally or negligently passwords associated with access to the computing and networking facilities
 - 1.13 Using any password to access the computing and networking facilities that is not approved for your use by authorised Institute personnel.
 - 1.14 Connecting technology devices that are not authorised by ICT Platforms & Services to the Institute computing and network facilities.
 - 1.15 Attempting to access any computer system or network without appropriate authority
 - 1.16 Attempting to bypass system restrictions or security mechanisms
 - 1.17 Attempting to change configuration files or settings
 - 1.18 Intentional damaging or destroying any computer system systems or data, or developing or using programs for this purpose
 - 1.19 Exceeding allocated host computer disk space
 - 1.20 Using the computing and electronic resources to intimidate, harass, annoy or stalk another person
- When using the Internet the privacy of others must be respected. You should not:*
- 1.21 Use the computing and networking facilities to infringe on another person's right to privacy
 - 1.22 Publish personal contact information about other people or include reference to others including names and pictures without their permission
 - 1.23 Forward a message identified by the sender as private without the consent of the sender

Note

- **Staff** should be aware that **Students** might use Internet Chat rooms to forward information in a classroom or during an exam or test. This facility **must not** be in use during an exam period. Students should be made aware that the use of Internet Chat rooms is prohibited as per point 1.5 above.
- You will be asked to agree to these terms and conditions each time you log on to the network.
- Network accounts are regularly audited – A breach of the above terms and conditions can result in the account being disabled and appropriate action taken relevant to the offence.

Unlawful Use – Violations of State or Federal Law

- 1.1 Unauthorised use, or reproduction of documentation that would normally require payment of a fee for use
- 1.2 Accessing or downloading website materials or files or transmitting material that is defamatory
- 1.3 Accessing, displaying, disseminating and storing obscene or offensive material including abusive, pornographic, profane or sexually oriented material

Internet technologies must not be used to access or disseminate: use of illegal drugs, dangerous materials or other illegal activity; or material that promotes hatred or discrimination based on age, race, religion, gender or sexual preference.

Threatening letters or unsolicited advertising, false or defamatory statements must not be posted or published on the internet.

Criminal Offences

Commonwealth and State laws relating to written communications apply equally to email messages and the Internet. These include laws relating to:

- 1.4 Downloading, uploading, copying, storing or distributing child pornography
- 1.5 Downloading, uploading, copying, storing or distributing software applications or other material with content that is illegal
- 1.6 Breach of copyright such as unlicensed copying of a computer program
- 1.7 Intercepting, attempting to steal or alter data (hacking), unlawfully accessing, altering, or falsifying electronic documents or programs and
- 1.8 Use of communication and information devices for defamation, illegal gambling, fraudulent misrepresentation and unauthorised recording

Consequences of inappropriate use

Where it is alleged that a user is inappropriately using facilities the Institute will provide the user with written notice of the alleged inappropriate use. The user has the right to provide an explanation to the delegated institute officer prior to any disciplinary action being taken.

Disciplinary action against users who inappropriately use computing and electronic resources or breach any of the terms and conditions contained in this policy may include but not be limited to:

- suspended access to the computing and network facilities of Brisbane North Institute of TAFE either indefinitely or for a specified period of time determined by the Institute or
- legal action – illegal acts will be referred to the appropriate legal authority.

4 APPROVAL

Approval to deviate from this policy may only be authorised by the Manager, ICT Platforms and Services

5 REVIEW DATE

The Manager, ICT Platforms and Services will review this policy annually as well as aligning same to the Department IT policy.

6 RESPONSIBLE OFFICER

The Manager, ICT Platforms and Services is responsible for maintaining this policy.

7 AUTHORITY

This policy has been approved by the Institute Director, Brisbane North Institute of TAFE.

DOCUMENT AUTHORISATION

Owned by	Manager ICT Platforms and Services
Authorised by	Institute Director