

## ICT Acceptable Use Policy

### POLICY PURPOSE

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

### SCOPE

This policy applies to the use of all UTS Insearch ICT 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 Insearch ICT resources

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

**DEFINITIONS** are set out at the end of this policy.

### POLICY PRINCIPLES

Principle	Responsible
<b>General Access</b>	
1. Student Users are automatically allocated access to ICT assets and information systems on enrolment. Staff and Affiliate users are allocated access to ICT 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 ICT 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 ICT 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 Insearch policy.	All Users

Principle	Responsible
<p>3. ICT 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 ICT resources.</p>	All Users
<b>System Credentials and Passwords</b>	
<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 Insearch studies or work responsibilities.</p> <p>Users are responsible for safeguarding any and all ICT credentials that are allocated to them.</p>	All Users
<b>Monitoring Use of ICT resources</b>	
<p>5. Users acknowledge that ICT will undertake surveillance and monitoring of ICT assets and information systems that Users access, including using personal devices (such as UTS Insearch email on personal devices) on a continuous and ongoing basis.</p> <p>Further information is available in <a href="#">Surveillance at UTS Insearch</a>.</p>	ICT Operations Manager
<b>Web Filtering</b>	
<p>6. UTS Insearch blocks websites and internet services that it considers inappropriate for Users to access from UTS Insearch ICT assets and information systems.</p> <p>Websites classified as known phishing or malware sites will be blocked.</p>	ICT Operations Manager
<b>COMPLIANCE</b>	
<p>7. ICT assets and information systems are provided to improve and enhance learning and teaching, and for the conduct of the business and functions of UTS Insearch.</p> <p>Users are expected to use and manage these systems in an appropriate manner and in accordance with this policy.</p>	All Users

<b>Governance</b>	
<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 ICT Service Desk as soon as possible.</p>	Students
<p>9. If Staff or Affiliate Users breach this policy, UTS Insearch 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 Insearch 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>	Senior Leadership Team
<p>11. Where Staff members breach this policy, UTS Insearch considers their conduct to be outside the course and scope of employment. To the extent permitted by law, UTS Insearch reserves the right not to defend or pay any damages awarded against Staff members who breach this policy</p>	All Staff

## DEFINITIONS

ICT assets and information systems	<p>All network services, computer equipment and software, owned, leased or used under license by UTS Insearch; and</p> <ul style="list-style-type: none"> <li>• Computer facilities maintained by other bodies but available for use through an agreement or agreements with UTS Insearch; and</li> <li>• ICT systems specified and deployed by departments other than by ICT, with or without explicit organisational approval.</li> </ul>
Users	Any person provided with access to the UTS Insearch ICT assets and information systems, including but not limited to students, Staff and Affiliates.
Affiliates	UTS Insearch Board members, honorary appointees, contractors, labour hire personnel, volunteers, agency staff and any other person appointed or engaged by UTS Insearch to perform work or functions for UTS Insearch.

Staff	People employed to work on a full-time, part-time, sessional or casual basis under the terms and conditions of an employment agreement (contract) issued by UTS Insearch.
UTS Insearch	Insearch Limited and its subsidiaries.

**SUPPORTING DOCUMENTS**

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

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

**ADMIN USE ONLY**

APPROVAL		
Signature:		
Position title:	<b>Managing Director</b>	Date:
Policy Title	ICT Acceptable Use Policy	
Senior Leader	Chief Operating Officer	
Manager	Head of ICT	
Policy ID	PO/ICT/02/19	
Effective Date	18 December 2018	
<b>Approved by</b>	<b>SLT</b>	<b>Date 18 December 2018</b>