

**POLICY NO. ICT003 Acceptable Use Information, Communications and Technology**

**PURPOSE:**

- To ensure that all use of the Department of Education and Training Information, Communications and Technology (**ICT**) systems is legal, ethical and consistent with the aims, values and objectives of DET.
- DET ICT systems must be properly and efficiently used. DET ICT systems are not to be used for inappropriate activities for example, pornography, fraud, defamation, breach of copyright, unlawful discrimination or vilification, sexual harassment, stalking, illegal activity and privacy violations.

**RATIONALE:**

- The use of DET ICT systems carries with it responsibilities.
- The provision of DET ICT systems by DET is to improve and enhance learning and teaching, and conduct of the business and functions of DET. Using information technology, accessing information, and communicating electronically can be cost-effective, timely and efficient. It is essential that use of this valuable resource be managed to ensure that it is used in an appropriate manner.

**GUIDELINES:**

1. It is the responsibility of the Principal Class Officers at Chelsea Heights Primary School to ensure that the persons to whom this Policy applies are aware of this Policy. This may include, but is not limited to -
  - (a) providing access to a copy of the Policy
  - (b) reminders of the need for compliance with the Policy; and
  - (c) providing updates or developments of the Policy, to those affected by the Policy.
2. It is the responsibility of all users to abide by the Policy.
3. Depending on the nature of the inappropriate use of DET ICT systems, non-compliance with this Policy may constitute:
  - (i) a breach of employment obligations;
  - (ii) serious misconduct;
  - (iii) sexual harassment;
  - (iv) unlawful discrimination;
  - (v) a criminal offence;
  - (vi) a threat to the security of DET ICT systems;
  - (vii) an infringement of the privacy of staff and other persons; or
  - (viii) exposure to legal liability
  - (ix) prohibited file-sharing and peer-to-peer programs and websites
  - (x) prohibited social-networking programs and websites
  - (xi) excessive bandwidth usage on non-education resources/files
4. Non-compliance with this Policy will be regarded as a serious matter and appropriate action, including termination of employment, may be taken.

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5. Where there is a reasonable belief that illegal activity may have occurred the Principal will report the suspected illegal activity to the police.
6. Use of CHPS ICT systems must – (a) be for DET purposes only, or where authorised or required by law, or with the express permission of an Authorised Person; and (b) be used like other business communications and comply with any codes of conduct, ministerial orders or legislative requirements which apply to the user, for example, the Code of Conduct for the Victorian Public Sector, the *Education and Training Reform Act 2006* (Vic) and the *Public Administration Act 2004* (Vic)
7. Users of CHPS ICT systems may use DET ICT systems for personal use provided the use is not excessive and does not breach this Policy. Users must not engage in excessive personal use of CHPS ICT systems during working hours. Users must not engage in excessive personal use of electronic communications and the Internet using DET networks outside working hours. A breach of either of these constitutes a failure to abide by this Policy.
8. Obtaining unauthorised access to electronic files of others, or to Email or other electronic communications of others, is not permitted and may constitute a criminal offence under the *Crimes Act 1958* (Vic) or other legislation.
9. Large downloads or transmissions should be minimised to ensure the performance of DET ICT systems for other users is not adversely affected. Where a user has caused CHPS to incur costs for excessive downloading of non-work related material in breach of this CHPS may seek reimbursement or compensation for the user for all or part of these costs.
10. CHPS ICT systems must not be used to send material that defames an individual, organisation, association, company or business. The consequences of a defamatory comment may be severe and give rise to personal and/or DET liability. The audience that views an electronic message may be unexpected and widespread.
11. The copyright material of third parties (for example, software, database files, documentation, cartoons, articles, graphic files, music files, video files, text and down loaded information) must not be used without specific authorisation to do so. The ability to forward and distribute electronic messages and attachments and to share files greatly increases the risk of copyright infringement. Copying material to hard disk or removable disk, printing or distributing or sharing copyright material by electronic means, may give rise to personal and/or CHPS liability, despite the belief that the use of such material was permitted.
12. Illegal or unlawful use includes but is not limited to use of pornography under the *Crimes Act 1958* (Vic), offences under the *Classification (Publications, Films and Computer Games) (Enforcement) Act 1995* (Vic), defamatory material, material that could constitute racial or religious vilification, unlawfully discriminatory material, stalking under the *Crimes Act 1958* (Vic), use which breaches copyright law, fraudulent activity, computer crimes and other computer offences under the *Cyber Crime Act 2001* (Cth) or *Crimes Act 1958* (Vic) (as amended by the *Crimes (Property Damage and Computer Offences) Act 2003* (Vic)) or any other relevant legislation.  
In particular, CHPS is an institution charged with the safety and education of children. Child pornography is abhorrent and represents the antithesis of CHPS's responsibilities to children. Any suspected offender will be referred to the police and their employment will be terminated if the allegations are substantiated.

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13. Use of CHPS ICT systems must be appropriate to workplace environment. This includes but is not limited to the content of all electronic communications, whether sent internally or externally. The CHPS ICT systems must not be used for material that is pornographic, harassing, hateful, racist, sexist, abusive, obscene, discriminatory, offensive or threatening. This includes sexually oriented messages or images and messages that could constitute harassment.
  
14. All users of CHPS ICT systems should be familiar with DET anti-discrimination, equal opportunity policies and harassment policies.
  
15. Users of CHPS ICT systems who receive unsolicited offensive or inappropriate material electronically should notify the Principal. Offensive or inappropriate material received from people known to the receiver should be deleted and the sender of the material should be asked to refrain from sending such material again. Such material must not be forwarded internally or externally or saved onto CHPS ICT systems except where the material is required for the purposes of investigating a breach of this policy.

**EVALUATION:** This policy will be reviewed as part of the CHPS three year review cycle.

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