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## ICT Services and Facilities Use Policy

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### 1.0 Purpose

This policy provides clarification on the practical application of the acceptable use of the Information and Communication Technology (ICT) facilities by staff, students and affiliates. ICT facilities include all computing and communication equipment, software, services, data and dedicated building space used in connection with information technology, which is owned by, leased by or used under licence or agreement by EIT.

EIT recognises its responsibility to ensure safe access to resources, responsible ethical and legal use of resources, security and privacy, compliance and protecting resources from damage or liability resulting from the unlawful or inappropriate use of EIT's ICT facilities.

### 2.0 Scope

ICT services, facilities and infrastructure are provided in support of EIT's business including operations, teaching, learning and research.

This policy applies to all EIT staff, students and affiliates who are using an EIT provided computing device or a personally owned computing device used to access EIT's ICT facilities.

This policy applies to all EIT worksites, on campus and off campus.

EIT's ICT services are the property of EIT and hence anything sent or received via EIT's network, systems and facilities will be transmitted and stored on EIT's property (or on third party property on behalf of EIT).

### 3.0 Policy

- Internet access is separated between staff and students.
  - Student networks is limited to just internet usage. Inappropriate and unconscionable material is restricted behind a firewall. Logs of usage are taken for all sessions.
  - Staff networks provides access to various server related files and more sensitive materials. This access is restricted to only authorised staff, with logs pertaining to each staff member tracked.
- Sending or engaging with offensive or discriminatory material contravenes acceptable usage within EIT; individuals engaging in this conduct will incur disciplinary actions.
- Hardware and equipment is monitored for all users. A dedicated asset register is in effect which logs usage trends for all staff and students.

#### **3.1. Acceptable and unacceptable use of ICT services, facilities and resources**

Users must:

- Use resources in compliance with any applicable laws, software licensing agreements, policies and procedures
- Use resources only in support of teaching, learning, research, professional development, business operations and management or other activities officially directed towards EIT's mission
- Ensure that resources are used in a responsible, ethical and equitable manner
- Take all reasonable steps to protect their account from unauthorised use as they are responsible for all activity initiated from their account or with their credentials
- Discontinue to use and un-install any approved software from non EIT owned devices upon cessation or termination of employment, withdrawal from study or completion of study, or upon notification by EIT of its termination of software license agreement.
- Report any suspected or identified cyber security event to EIT's Tech department
- Ensure that personal use unrelated to work is limited, reasonable and appropriate and must not:
  - contravene EIT's policies or State and Commonwealth laws,
  - impact EIT's operations, assets or reputation,
  - jeopardise the provision of a fair, safe and productive work or study environment

Users must not:

- use the ICT Facilities and resources to run any personal commercial activities and profit making other than that of the Institute.
- make use, make copies of the software installed on the ICT facilities for other purposes other than that for which the Institute has an agreement or licence for
- install any software on ICT facilities unless approved by the Tech department
- install any Institute licenced software on any third-party personal computer unless approved by the Tech department
- divulge any sensitive/confidential information they have acquired during the course of their employment, study or affiliation with EIT to parties it is not relevant to
- copy and store sensitive Institute data on their personal computer without proper security measures which in turn might be accessed by third parties

- view or distribute any obscene or illicit media using the Institute ICT facilities
- transmitting spam or unsolicited communications
- tamper with ICT services, facilities and resources that may potentially cause service instability, or compromise operational efficiency, security, data privacy breach or financial loss.
- engage in stalking, blackmailing, threatening or abusive behaviour using ICT facilities
- use the ICT facilities which breaches a law, including copyright infringements, fraudulent activity, computer crimes and offences
- knowingly introduce or distribute security threats, including virus or other harmful malware
- engage in unauthorised monitoring of electronic communications
- use another user's account without manager and/or tech department's permission
- attempt to gain unauthorised access to EIT's ICT facilities, services and resources
- bypass, test, deactivate or modify the function of any cyber security control
- connect compromised devices to EIT's assets

### **3.2 Monitoring, Privacy and Security**

- EIT has the right to monitor, access, log and analyse the activities of users, and of ICT services and conduct reviews and audits as necessary
- EIT has the right to block or filter any use that breaches this policy or is determined to be illegal
- EIT has the right to take action that is deemed necessary to remedy immediate threats to the ICT services, resources and facilities with or without prior notice
- EIT will take all reasonable steps to protect the ICT systems, resources and facilities including its accessibility, availability, integrity and confidentiality, and personal information in holds of any individual

### **3.3 Breach of Policy**

- EIT will investigate all potential instances of unauthorised data access.
- If a suspected compromise of data has occurred, EIT will assess:
  - The eligibility of this as a data breach.
  - Avenues of communication required.
- Eligibility of data breach is defined as unauthorised access to data, disclosure of data to unauthorised persons, or total loss of data that requires notification based on the applicable legislation.
- If a data breach is "eligible", then EIT will notify:
  - The relevant governing body; in this instance the Office of the Australian Information Commissioner.
  - The impacted individuals in this breach.
- Failure to appropriately respond to a suspected or eligible breach may result in disciplinary act against the responsible individuals.

### 3.4 Terms and Restrictions on Use

- EIT does not guarantee that the ICT resources, facilities and services will:
  - Always be available; or
  - be free from defects, including malicious malware
- EIT accepts no responsibility for loss or damage (including consequential loss or damage or loss of data) arising from:
  - Using EIT's ICT services, facilities and resources or
  - the maintenance, upgrade and protection of ICT services, facilities and resources

## 4.0 Definitions

<b>Authorised User</b>	An individual who has been granted access to EIT's ICT Services under one or more of the following categories: <ul style="list-style-type: none"><li>• A current member of the governance board</li><li>• A current member of the academic board</li><li>• A currently employee</li><li>• A currently-enrolled student</li><li>• Any person granted access to use EIT's ICT Services including, but not limited to:<ul style="list-style-type: none"><li>○ A contractor undertaking work for EIT under the provisions of a legal contract</li><li>○ A member of a collaborative venture in which EIT is a partner</li></ul></li></ul>
<b>Copyright work</b>	A form of intellectual property which gives the creator of an original exclusive rights in relation to that work; and control over its distribution, publication, and adaption.
<b>ICT</b>	Information and Communication Technologies
<b>ICT facilities</b>	All computers, terminals, telephones, end host devices, licences, centrally managed data, laboratories, software owned or leased by EIT.
<b>ICT Infrastructure</b>	All electronic communication devices, network, servers, data storage, hardware and network connections to external resources such as Terminal Server and the Internet.

## 5.0 Related Documents

- IT Policy for System Administrators and Managers
- Privacy Policy
- Records Management Policy
- Research Code of Conduct
- Student Code of Conduct