

**TITLE: POLICY FOR THE PROPER USE OF THE
NMIT NETWORK**

DOC ID: A/IT/D/7/700
PREPARED: M. WATERHOUSE
APPROVED FOR USE: Peter Christie

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EDITION: 5
DATE: 15/05/06

POLICY

The Council of the Northern Melbourne Institute of TAFE (the Council) is committed to providing an educational and employment environment which is free from any form of harassment or intimidation. This commitment has led to the development of this policy and guidelines for appropriate use of the institute computer network.

DEFINITIONS

The term “network” refers to:

- (I) All computer networks within the institute;
- (ii) All computer networks that are external to the institute but are linked to the institute’s internal networks in some manner eg. Internet.

LEGISLATION AND COUNCIL POLICIES & PROCEDURES

Improper use of the network may be in breach of one or more the of the following Acts and/or Council Policies and Procedures:

Acts

- . Copyright Act 1968 Cth
- . Disability Discrimination Act 1992 Cth
- . Human Rights & Equal Opportunity Commission Act 1986 Cth
- . Racial Discrimination Act 1975 Cth
- . Racial Hatred Act 1995 Cth
- . Sex Discrimination Act 1984 Cth
- . Classification (Publication, Films & Computer Games) (Enforcement) Act 1995 Vic
- . Crimes Act 1958 Vic
- . Equal Opportunity Act 1995 Vic
- . Public Sector Management & Employment Act 1998 Vic
- . Racial & Religious Tolerance Act 2001 Vic

Policies

- . Code of Conduct for Employees
- . Anti Discrimination Policy
- . Policy on Equal Opportunity for Students
- . Prevention of Harassment Policy

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PRINCIPLES

This Policy applies to all students and staff and is based on the following principles:

1. Each individual must respect the right of others to work and/or study in an environment which is free from harassment and intimidation when using the institute computer network;
2. Inappropriate use of the institute computer network represents an unacceptable standard of behaviour and the Council as the governing body and employer has a legal responsibility to ensure that it does not occur;
3. Students and staff will have appropriate avenues of redress for any form of harassment or intimidation resulting from inappropriate use of the institute computer network via the:
 - . Student Grievance Policy and Procedures ([S/SV/D/7/007](#))
 - . Policy and Procedures for Employee Grievances ([A/PN/D/7/017](#))
 - . Harassment Grievance Procedures ([A/PN/D/7/014](#))
4. The Council reserves the right to monitor its computing resources to protect the integrity of its computing systems, workstations and computer laboratory facilities.

GUIDELINES FOR THE PROPER USE OF THE NETWORK

1. Acceptable uses of the network are activities which support institute business objectives and/or are directed at proper research and study. Network users are encouraged to develop uses which meet their individual needs and which take advantage of the network's functions such as electronic mail, conferencing, bulletin boards, databases, telnet and ftp resources and access to software. Users should be aware however transferring to files 500k or greater can have an adverse effect on network resources and negatively effect classroom delivery and is therefore strongly discouraged.

Personal use of the network for services such as e-mail or web access is permitted where this constitutes minor activities. The user must be able to demonstrate that such activity does not interfere with his/her work responsibilities and has no adverse impact on institute network resources.

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Acceptable personal use includes:

- . occasional private e-mail sent to another individual;
- . occasional private web browsing that does not include downloads or uploads.

E-mail is an 'instant' means of communication and can have detrimental effects on NMIT if it is used carelessly. It is very easy to quickly type something, hit the 'send' button, and regret it immediately. Ensure you reflect on the contents of the document prior to sending it. Transmission of offensive or culturally insensitive e-mail (eg., racial jokes) has caused problems for other employers. Because the Internet is a world-wide medium, it is possible to send a message that is acceptable in one country, but may be offensive in another.

Sending an e-mail to a USENET news group or e-mail discussion group, or any other outside party may be interpreted as expressing a NMIT viewpoint, even if the message was meant to express a personal perspective. Therefore, personal statements sent from NMIT via e-mail must be carefully constructed to avoid any unwarranted legal liability. If you are in doubt, then check with your Senior Manager.

Users should be aware that e-mail is not private and may be intercepted by the IT Services Department. Further, that e-mail once deleted may be recovered. Remember this when writing things you may not want to be seen. Staff in receipt of e-mail not intended for them should forward that e-mail to either the appropriate Senior Manager or Manager IT Services. Details of the e-mail content should not be divulged to other persons. The contents of personal e-mails will be kept confidential other than for the purposes of disciplinary investigations and legal proceedings. The Council also reserves the right to block offensive e-mails or attachments.

2. Unacceptable use of the network includes:

- . the use of the institute's computer resources to download, display or print offensive material, including material that is sexist, sexually explicit, pornographic or racist;
- . the knowing receipt and utilisation of material via email or through the Internet that is offensive including material that is sexist, sexually explicit, pornographic or racist;
- . violating the rights to privacy of students and employees of the institute including attempts to access another person's account, private files, or e-mail without either permission of the owner or the delegated authorisation of the Chief Executive Officer (CEO) of the institute;
- . the use of the institute's computer resources to threaten, harass or offend others;

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- . the use of the institute's computer resources to defame or discriminate;
 - . the use of institute computer resources in a vilifying, sexist, racist, abusive, rude, annoying, insulting, threatening, obscene or other offensive manner;
 - . attempts to write, produce, copy or attempt in any way to introduce any computer code designed to self-replicate, damage or otherwise hinder the performance of any computer. Any such software is commonly referred to as a computer virus;
 - . attempts to alter system software or hardware configurations or corrupt, damage or destroy data;
 - . transferring, storing or printing files, material or messages that violate anti-discrimination legislation, copyright law or institute policies and procedures;
 - . the display or transfer of offensive materials via institute computers;
 - . the use of the network from institute resources for any commercial purpose without the express written consent of the CEO or nominee.
3. Unacceptable private use includes:
- . e-mail which is in excess of 1 page;
 - . forwarding of personal material (eg. jokes) to a distribution list;
 - . downloading or uploading of large files from the Internet (includes images or video or music);
 - . opening attachments which are not related to institute business.
4. No staff member will create a distribution mailing list other than for furthering the legitimate business interests of the institute.
5. Accounts issued to individuals are intended for the sole use of that individual. The person in whose name an account is issued is responsible at all times for its proper use. Users should change their passwords frequently.

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6. Use of e-mail for official union purposes is encouraged subject to the following parameters:
 - . material to be distributed is authorised according to the normal processes of the union;
 - . CEO approval will be required for transmitting material that offends other parts of this policy.
7. Staff and students down loading information from the network are required to do so using their own removable media (floppy disk).
8. The Council reserves the right to delete without notice files that are down loaded to institute hard drives attached to the network.
9. It is a term of your employment (staff member) or enrolment (student) that you do not engage in unacceptable use of the network. Misuse of the network will lead to appropriate disciplinary action or dismissal or expulsion.

GUIDELINES FOR REPORTING RECEIPT OF OFFENSIVE MATERIAL

1. If you receive offensive material from an unknown external source it should be reported to the Manager IT Services immediately. Do not print or forward.
2. If the material is from a known source within NMIT you should seek advice as indicated in the policies listed in Principles, number 3 on page 2 of this document.

DIAL-IN ACCESS TO THE NETWORK

The institute provides after hours dial-in access to the network facility. All guidelines apply except for Guideline 1.

One of the purposes of this service is to encourage staff to utilise new technologies. As a result, private and personal use is acceptable within the general framework and guidelines of this policy.

IMPLEMENTATION

1. This Policy will be provided to each member of staff via the Intranet and students will be advised via standard information channels across the institute.

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2. Each new employee will be provided with a copy of this Policy at induction.
3. The use of the network will be monitored. Only computing staff with specific delegated responsibilities (by the CEO, Directors or Manager IT Services) may undertake activities that may result in interception or monitoring of data, resources and applications. Specific outcomes of such activities may only be communicated directly to the CEO, Directors or Manager IT Services. It should be noted the e-mails are discoverable documents and can be used in court proceedings.
4. Any breach of this Policy will result in the implementation of Section 5, 6 or 7 of the Institute Council Employment Procedures ([A/PN/D/7/080](#)) or the Institute Rule Student Discipline as appropriate.

This policy was approved at the Institute Council meeting held on 25 February 2002 and is in total substitution of the policy passed at Council on 30 October 2000. This policy will be placed on the Intranet in the IT Services section of the Corporate Services Policies and Procedures Manual under Institute Policies and employees will be notified that the policy has been passed by Council and located on the Intranet.