Acceptable use of ICT resources policy

1. Preamble

Information and communications technology (ICT) is essential for Australian Lutheran College (ALC) in the support of learning and teaching, academic enquiry and research, core college business activities and communications. In recognition of this, ALC provides computing, email, internet and communication facilities to its staff and students for the purposes of research, learning and teaching, and to support the administration of the college.

2. Purpose and scope

This policy
- informs users of ICT resources of their rights and responsibilities, including ALC's requirement that its ICT resources are used in a legal, ethical, and responsible manner
- applies to all users of ICT resources at ALC
- applies to the use of ICT and ICT resources at all times, regardless of whether such use occurs during business hours or on ALC premises, and applies to anyone connecting personally-owned equipment (e.g. laptops or other personal devices) to the college network
- is supported by the Acceptable use of ICT procedures and the Summary: Acceptable Use of ICT Resources policy which are intended to ensure a clear and consistent understanding and implementation of this policy
- applies also to the *use of information* that may be accessed through ALC's ICT resources.

3. Policy statement

All users will be lawful, efficient, responsible and ethical in their use of ALC's ICT resources.

4. Principles

The conditions of use for ALC information and communication technology resources are stated below. For further details on each of the sections below, refer to the Acceptable use of ICT procedures which form part of this policy. The key principles, and consequences of infringing this policy, are:

4.1 Provision of ICT resources
ALC provides access to resources for its staff, students, and other authorised users, for the purposes of learning and teaching, research, administration, and in accordance with need and available resources, on the condition that users comply with this policy and the supporting procedures and documents.

4.2 Legal, ethical and responsible use of ICT resources
Users of ALC resources must be aware that use of these facilities is subject to state and federal legislation that applies to communications and to the use of computers, as well as any other relevant laws and ALC policy. This includes (but is not limited to) copyright, intellectual property, breach of confidence, defamation, privacy, contempt of court, harassment, vilification and anti-discrimination legislation, workplace surveillance, the creation of contractual obligations, civil and criminal laws, keeping virus protection and operating system/security patches up to date.

ICT resources at ALC must not be used to copy, download, store or transmit material which infringes copyright, such as music files, movies, videos etc. In addition, ICT

resources at ALC must not be used for unauthorised commercial activities or unauthorised personal gain and must not cause loss of service, or risk loss of reputation to ALC, the Lutheran Church of Australia, or ALC's accrediting bodies.

Limited incidental personal use of ICT resources is allowed, subject to the conditions of use stated in the [Acceptable use of Information and Communication Technology (ICT) procedures](#).

4.3 Monitoring

ALC reserves the right to monitor individual usage and records in accordance with this policy and take appropriate action if misuse of resources is identified.

ALC will take reasonable precautions to protect the security and privacy of its users' ICT accounts, but users should be aware that normal operation and maintenance of systems includes backup, logging of activity, and monitoring general usage patterns.

4.4 Compliance, breaches and disciplinary action

ALC values and respects the principles of academic freedom. Academic freedom in research is fundamental to the advancement of truth, and academic freedom in teaching is fundamental to the integrity of both teachers and students. However, these privileges must be exercised responsibly and ALC will not tolerate any conduct which breaches policies and procedures or regulations, including ALC Staff Code of Conduct and the University of Divinity [Code of Conduct](#).

Consequences of breaching conditions of use are outlined in the [Acceptable use of Information and Communication Technology (ICT) procedures](#).

5. Legal and policy framework

Laws and policies include those that may generally apply to personal conduct as well as those that are specific to ICT facilities.

While not an exhaustive list, the following legislation is of particular relevance to the use of ALC ICT facilities:

o   Copyright Act 1968 (Cth)
o   Crimes Act 1914 (Cth)
o   Criminal Code Act 1995 (Cth)
o   Criminal Law Consolidation Act 1935 (SA)
o   Cybercrime Act 2001 (Cth)
o   Education Services for Overseas Students (ESOS) Act 2000 (Cth)
o   Equal Opportunity Act 1984 (SA)
o   Freedom of Information Act 1991 (SA)
o   Higher Education Support Act (HESA) 2003
o   Privacy Act 1998 (Cth)
o   Racial Vilification Act 1996 (SA)
o   Spam Act 2003 (Cth)
o   State Records Act 1997 (SA)
o   Summary Offences Act 1953 (SA)
o   Work Health and Safety Act 2012 (SA)

In addition, users should be aware that some third party applications licensed to ALC (e.g. some of the searchable databases available through the ALC Library) have their own terms and conditions, which may apply over and above this policy.

6. Communication

- The Dean's office and the Business Manager are responsible for ensuring that all students and staff have access to this policy through the ALC website or the Core Information document management system.
- This policy will be included in the information provided to all new members of staff and enrolling on-campus students.

7. Associated documents

- University of Divinity Code of Conduct
- Acceptable Use of Information and Communication Technology (ICT) procedures
- Summary: Acceptable Use of ICT Resources policy
- LCA ICT Policy
- LCA ICT Guidelines
- LCA ICT Standards and Protocols