

Department of **Education**
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Conditions of Use Policy for
All Users of Information and
Communication Technology

Policy



Conditions of Use Policy for All Users of Information and Communication Technology

This policy sets out the rules that apply to all users of the Information and Communication Technology (ICT) resources provided by the Department of Education.

1. Policy statement

The Department provides information and communication technology (ICT), including hardware, software, e-mail, the Internet and departmental data and information, for use by students, library patrons, Online Access Centre (OAC) users, employees, trainees and contractors. Use of these resources must not jeopardise the resources themselves, the activities of others using these resources, or the reputation and/or integrity of the Government. All users must comply with this policy.

Rationale

ICT resources materially improve a user's capacity to undertake all their day-to-day activities. Whilst their proper use helps people in these activities, improper use may jeopardise them, the activities of others and the department as a whole.

2. Goals

- ICT resources are used effectively and in a way that complies with legal and ethical standards and standards of interpersonal interaction.
- The security of departmental ICT resources is maintained.
- Internet resources, such as e-mail and the Internet, are used appropriately.
- Copyright and intellectual property are respected.
- All users understand their responsibilities in relation to the department's ICT resources.

3. Requirements

All users of the Tasmanian Department of Education infrastructure must conform to the following standards.

3.1 Unlawful or inappropriate use

It is your responsibility to ensure that your use of computers and the internet complies with State and Australian Government laws at all times. You are also prohibited from engaging in activities which, while not unlawful, are considered inappropriate or unacceptable by the school, community or business unit. Copyright and other intellectual property rights

You must not make any unauthorised reproductions of material protected by copyright, or use audio-visual items in which copyright subsists and all software must be used in accordance with their licence agreements. If you breach these rights you may be prosecuted.

3.2 Access and security

You must not engage in any activity that may reasonably be anticipated to cause damage to the Departmental hardware or software or to anyone else's equipment. Precluded activities include but are not limited to the downloading, creation or transmission of messages, attachments, data files or software that contain a virus. You must not attempt to gain unauthorised access to any information resources, systems or networks or interfere with another user's work. System files, system configurations, folders and other technical data must not be altered.

3.3 Privacy

Email and the internet are not necessarily secure and confidentiality may be compromised by unintended redistribution of email or by the inadequacy of current technologies to protect against unauthorised access. Caution must be exercised in communicating personal or sensitive information by email or entering it on a website.

3.4 Waiver of liability

The Department restricts access to some material available via the internet, but does not accept responsibility for any illegal, offensive, indecent or otherwise harmful material accessed on the internet, nor for any loss however arising from use of, or reliance on information obtained through its internet service or in relation to the reliability or quality of that service.

3.5 Monitoring

The Department of Education has the lawful right to monitor your use of its equipment and may do so at any time without notice.

4. Infringements

If you are found engaging in activity contrary to this policy, your computer access privileges may be suspended. If you are suspected of engaging in activity contrary to law, your access privileges will be suspended and you may be liable to prosecution. Additionally, staff members may be subject to action under the State Service Act 2000.

5. Related policies

Employees of the Department of Education

The [Staff ICT Resources Acceptable Use Policy](#) is available on the staff intranet, listed under Information and Communication Technology (ICT).

Students

Schools educate students to participate safely in a global information environment through ICT Acceptable Use Agreements, appropriate supervision of students using the internet, and installing web filtering software.

For more information see the [Web Filtering Policy](#).

Resources to assist schools to develop 'Acceptable Use Agreements' are available on the staff intranet.

An [example ICT Resources Acceptable Use Agreement](#) for Secondary students is available below.

Libraries Tasmania Patrons

All Libraries Tasmania patrons are also governed by the policy: <https://www.libraries.tas.gov.au/how-to/Pages/internet-conditions.aspx>

6. Associated Documents and Materials

The following documents are available from www.education.tas.gov.au (Search for the Doc ID)

- [Staff ICT Resources Acceptable Use Policy](#) [Staff access only]
- Web Filtering Policy (Doc ID: [TASED-4-1878](#))
- Secondary Students ICT Resources Acceptable Use Agreement (Doc ID: [TASED-4-2963](#))

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