

## Access and Usage of Resources Policy

<b>Purpose</b>	<b>This Policy addresses obligations and expectation of the staff and students of AITC when using AITC Resources.</b>
<b>Location</b>	<b>The policy is maintained on owncloud</b>
<b>Responsible executive</b>	<b>Academic Dean</b>
<b>Responsible office</b>	<b>Academic Dean's Office</b>
<b>Contact officer</b>	<b>TBA</b>
<b>Effective date</b>	<b>29 June 2020</b>
<b>Review date</b>	<b>TBA</b>
<b>Modification history</b>	<b>Version 1.0</b>
<b>Related documents</b>	<b>AITC Student Code of Conduct AITC Staff Code of Conduct AITC Non-Academic Misconduct Policy and Procedure AITC Student Support, Welfare and Wellbeing Policy AITC Facilities and Resources Plan</b>
<b>Authority</b>	<b>Approved by Council</b>

### 1. Purpose

This Policy addresses the obligations and expectations of the staff and students of AITC when using AITC physical and digital resources and services.

### 2. Scope

This Policy is applicable to all students enrolled with AITC, staff members, and any other persons who are authorised to use AITC resources or services.

### 3. Definitions

An **Email** means the provision of an AITC email address and account, server-based email folders with the ability to send and receive email and attachments internally and externally and to access email from outside the AITC network. This applies to staff only.

**Hardware** means physical equipment used in classrooms, computer laboratories, the library, administration offices, workspaces, work desks, offices, the front desk, student break out areas or any other part of the AITC campus.

**Internet** means access to the internet supplied by AITC via a Local Area Network, a Virtual Private Network, through any wireless means or from a mobile device or tablet.

**Resources** means any resource, or access to any resource, provided to Users by AITC including, but not limited to, Hardware, Software, Internet access, Email access or any other resource provided by AITC for use by any User.

**Software** means any computer program or application used on computers, tablets or other

mobile devices. Software includes, but is not limited to, any version of Moodle, Microsoft (MS) Windows, MS Outlook, MS Word, MS Excel, MS Project, any program designed to access the internet, any virus protection software or any other software provided by AITC to Users.

**User** means permanent staff, casual staff, contractors and students of AITC.

**Services** means physical and digital facilities associated with the provision of higher education Courses.

#### 4. Policy

AITC provides Resources for Users to support their work life or Student Experience and these include, but is not limited to:

- Computers.
- Laptops.
- Tablets.
- Mobile phones.
- Photocopier/printer.
- Television displays.
- Furniture.
- Access to the Internet (both LAN and wireless).
- Data storage, both LAN and cloud based.
- Access to online journals and other resources.
- The library and physical textbooks.
- Access to online textbooks.
- Email access (staff only).
- Software.

AITC expects that resources are used by employees or contractors to deliver on the responsibilities of their positions, to engage in study and activities as students or in other authorised activities. Resources must not be used for any purpose that breaches any State or Commonwealth government law, legislation or AITC Policy or Procedure.

AITC acknowledges that Resources may be used for personal purposes and allows reasonable limited personal use. However, AITC resources are not be used for any of the following to:

- Access, utilise, download or distribute:
  - Sexually explicit material or any material that may offend others.
  - Hate speech or offensive material.
  - Materials regarding illicit drugs, violence, terrorist activity, criminal skills and/or illegal activities.
  - Gambling or gaming software or apps.
  - Illegally access other networks or websites (hacking).
  - Illegal material that breaches Federal or State Law or AITC Policies.
  - Illegal copies of movies, television shows, music, music videos, software or any other material.

**Australian Institute of Technology & Commerce Pty Ltd**

ABN 47 634 668 214 CRICOS Code: 03996D

Head Office: Level 6, 8 Quay Street, Haymarket NSW 2000

Website: [www.aitc.nsw.edu.au](http://www.aitc.nsw.edu.au) Email: [info@aitc.nsw.edu.au](mailto:info@aitc.nsw.edu.au)

Phone: 02 9211 4958



- 
- Bully, harass, threaten, stalk or intimidate any person.
  - Use an AITC email address for unauthorised purposes, or to act or purport to act on behalf of AITC without appropriate authority.
  - Introduce any form of software virus or malware onto computers, laptops, tablets, mobile phones or the network.
  - Copy or distribute AITC material (including course materials and assessments) without express written consent from AITC.

Use of all AITC resources is to be in an appropriate and safe manner. Use of Resources is to be in a manner that does not cause damage or impair/influence the operation of resources. All usage of resources is to be done in consideration of an individual's safety and the safety of others. If there are any safety concerns resources must not be utilised.

AITC may conduct audits to ensure use of resources does not breach this Policy. Audits may include using login and access data, closed circuit television videos.