ICT USAGE POLICY
(including EMAIL, INTERNET AND INTRANET)

This policy describes the requirements and guidelines for all people who have access to the College's ICT resources. This policy expressly includes email, internet and intranet access.

It applies to all staff who use the College's ICT resources (including, but not limited to employees, students, emergency teachers and student teachers) ("Users"); and is to be read in conjunction with all College policies.

The College is committed to ensuring:

- the prevention of behaviours which contravene the College Code of Conduct
- the collection of information about any incident that breaches child safety guidelines
- the provision of safe and appropriate access to electronic mail, the internet and the College intranet
- the prevention of breaches of copyright

Policy coverage
This policy applies to all employees at the College including:

- College Principal
- Deputy Principal and others in leadership roles
- Business Manager and staff with financial responsibilities
- all other teaching staff
- all other non-teaching staff
- all students

Definitions
ICT Resources includes all computer, computer systems, electronic storage devices, including email, internet and intranet.

Personal Use use of ICT resource that is not for the business or purpose of the College. For example, personal emails, online banking and social networking.

Procedures
Computers and the computer systems, including the email and internet/intranet facilities (ICT resources), are the College's property even where access is from a personal or home computer or device.

The College allows access to and the use of ICT resources for legitimate work, education related purposes and incidental personal use. This policy contains the College's requirements in regard to the use of these systems.

Access to the College's ICT resources (such as email and internet) is a privilege not a right.

No one is permitted to access the College's ICT resources, without:

- reading and understanding this policy;
- authorisation from the College and an individual password from the College's computer Network Manager.

If the College considers that a user has in any way failed to comply with this policy, it may:

- immediately remove the user's access to any part of the College's ICT resources (including email or internet);
- audit and view all material viewed on, sent to and from its ICT resources (including internet sites and email attachments); and/or
- take disciplinary measures against the computer user

Email must only be used for work/education related communications and must not be used inappropriately. Users must ensure that all external correspondence by email is identified as coming from the College and contains the following disclaimer:

"This email and any attachments may be confidential. You must not disclose or use the information in this email if you are not the intended recipient. If you have received this email in error, please notify us immediately and delete the email and all copies. The Academy of Mary Immaculate does not guarantee that this email is virus or error free. The attached files are provided and may only be used on the basis that the user assumes all responsibility for any loss, damage or consequence resulting directly or indirectly from the use of the attached files, whether caused by the negligence of the sender or not. The content and opinions in this email are not necessarily those of the College."

People using the College's email system must not use it in any of the following ways:

- in a way that may be considered illegal, offensive, defamatory, obscene, pornographic, discriminatory, insulting or disruptive to any other person;
- to access, view, download, print or send messages or attachments (including to your home email address), which include:
    - language that is not appropriate in the workplace or College (such as swearing or sexually explicit references);
    - sexually explicit messages or pictures;
    - offensive or inappropriate cartoons or jokes;
    - unwelcome propositions of a personal nature;
    - ethnic or racial slurs; or
    - any material which contains disrespectful comments about people with disabilities, gender, or sexual orientation, or any person's physical attributes;
- to access other people's email accounts;
- to distribute the copyright material of third parties, including software, database files, documentation, pictures, articles, graphic files, text or other downloaded information;
- for intentional dissemination of any computer viruses;
- for personal advertising or for personal profit making;
- for disclosing or distributing the College's confidential information;
- for responding to external requests for information or complaints through email unless it is the computer user's specific responsibility to do so;
- for sending, forwarding, printing or receiving any material or data which does not comply with the College's policies and procedures or which is contrary to the College's interests; and
- collect, store, or disseminate personal information (information or an opinion that can identify a person) or sensitive information (personal information or an opinion about an individual's: racial or ethnic origin; political opinions; membership of a political association; religious beliefs or affiliations; philosophical beliefs; membership of a professional or trade association; membership of a trade union; sexual preferences or practices; criminal record, gender, or health information about an individual) while using the College's computer resources, unless the computer user has the prior consent of the person concerned.

The College understands that computer users cannot always control the messages that are sent to them. However, computer users must discourage third parties (such as family, friends or workmates) from sending inappropriate messages to them.

If a user receives an inappropriate message or attachment to an email they must:

Send an email to the person who sent the inappropriate email which indicates that such messages should not be sent. An appropriate form of words is :

"Please do not send me this type of material again. The contents of this email do not comply with the College's policies. In sending me this email you are breaching the College's policies and putting me at risk of doing so. A breach of the electronic mail policy has serious consequences."

You should forward a copy of this response (together with the inappropriate email) to the College's Principal.

The College's internet/intranet must only be used for authorized work related purposes or for incidental personal use. The College's internet/intranet facilities must not be used to:

- access, view, download, print, disseminate or post any material that may be considered inappropriate, offensive, defamatory, obscene, pornographic or discriminatory including material that is sexually explicit or that has racist, sexist, political or religious content or which includes inappropriate comments in relation to gender, sexual orientation, disabilities or any other physical attributes;
- attempt to probe security mechanisms at the College or any other internet sites;
- post any information on internet groups, bulletin boards or similar forums on behalf of the College unless specifically authorised to do so; or
- misrepresent or attempt to misrepresent their identity; or
- subscribe to internet or mail lists without specific authorisation from the College; or
- download files directly from the internet into the College's network system without proper authorisation from the Network Manager.

While using the College's internet/intranet, computer users must check that any files downloaded are virus free before they get into the College network.

If downloading files from the internet, download the files to the computer hard disk or an external device so that they can be virus checked prior to use.

Limited and occasional personal use of the College's email and internet system is acceptable. However, use of internet and email must not interfere with the computer user's work or study obligations. Any use of the College's computer system (including internet or email) by the computer user must comply with the terms of this policy.

Any breach of this policy while using email or internet for personal use or legitimate work related purposes will result in disciplinary action being taken. Such action may include termination of employment.

Access to the College's ICT resources (such as email and internet facilities) is a privilege not a right.

All users should be aware that:

- The content of both work/study related and personal email and internet communications may be monitored by the College to ensure compliance with this and other policies, and to support operational maintenance, auditing and security activities
- All emails and attachments to email stored on the College's computer system are the College's property and may be viewed by the College; and
- All email and internet transactions and communications may be monitored or intercepted by other parties (including parties other than the College).

Legal References

Federal and relevant State laws bind the College and its employees. A breach of this policy may result in the College and/or its employees breaching any one of the following pieces of legislation:

- Racial Discrimination Act 1975 (Cth);
- Sex Discrimination Act 1984 (Cth) ;
- Disability Discrimination Act 1992 (Cth) ; or
- Equal Opportunity Act 1995 (Vic)
- Privacy Act 1988 (Cth)
- Copyright Act 1968 (Cth)
- Digital Amendment Act 2001 (Cth)

Note: This is not an exhaustive list of the relevant legislation.

Version	Author	Description of Changes	Release Date	Review Date
1.0		Electronic Mail, Internet and Intranet Policy		December 2018
1.1	Andrew Baker	Amendments made to gender language	December 2018	December 2019
1.2	Andrew Baker	Policy broadened to include all ICT resources	December 2021	December 2023
1.3	Andrew Baker	No changes	December 2022	December 2025

1.4	Andrew Baker	No changes	December 2025	December 2027