

10.0 INFORMATION TECHNOLOGY ACCEPTABLE USE POLICY



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Contact Officer	Manager, Governance
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Related Policies	2.0 Quality Policy, 9.0 Privacy Policy
Relevant Legislation	Information Act (NT)

PURPOSE

This policy provides the framework for management of the University information technology (IT) resources.

POLICY

Charles Darwin University recognises its responsibility to ensure the appropriate use of the electronic information facilities (infrastructure and systems) provided for the University's academic, administrative and business activities, as well as the need to take reasonable steps to protect data held in electronic form in these facilities.

IMPLEMENTATION

This Policy will be implemented in a way that ensures:

- compliance with relevant legislative requirements, standards and prevailing community standards of best practice, including prevention of copyright infringement in accordance with the Copyright Act, the privacy of personal information in accordance with the Information Privacy Principles set out in the Information Act (NT) and the various standards contained in the Australian Quality Training Framework;
- compliance with the University Quality Policy;
- where practical, users of University IT facilities have a user account authorised for their exclusive use. Accounts are only issued to staff employed by the University, currently enrolled students, visiting academics, contractors or consultants engaged by the University, or other recognised affiliates of the University. In addition, particular systems and types of use may require authorisation by the relevant managers or Head of area (school, division, or other organisational unit);
- IT facilities and data are provided for use in the academic, administrative and business activities of the University, and not for recreational or personal use unless explicitly stated as such.
- the University take reasonable steps to monitor for, and protect against, the IT facilities and data being used in an unauthorised and unacceptable manner. Within the bounds of legislation, this monitoring may be done with or without prior notice to the user;
- the University provides appropriate training on intellectual property rights, particularly copyright, and compliance requirements;
- remedial action is taken to reduce the risk of unauthorised use, including suspension of user access with or without prior notice in response to suspected breaches of this policy;
- the University take reasonable steps to protect data integrity.

COMMITMENT

Charles Darwin University is committed to:

- reviewing and clearly documenting processes that relate to acceptable use of information technology;
- taking all reasonable steps to ensure that data is protected by reasonable safeguards against loss, unauthorised access, use, modification, disclosure or any other misuse;
- providing appropriate resources for planned activities;
- establishing and monitoring performance against meaningful and measurable objectives for the activities; and
- identifying competency needs and providing appropriate training of staff to meet those needs.

GENERAL RESPONSIBILITIES AND AUTHORITIES

- Authorised users of University IT facilities are responsible for adhering to the provisions of this Policy.
- Heads of areas are responsible for local implementation of this policy.
- Respective responsibility for the achievement of this policy rests with the Council, the Audit and Risk Committee, the Vice Chancellor, Senior Staff, the Internal Audit function and all other staff.

SPECIFIC RESPONSIBILITIES AND AUTHORITIES

- The Executive Director, Corporate Services, or delegate, is responsible for issuing guidelines and processes that specify the University's requirements on matters relating to acceptable use of information technology. The Executive Director is also responsible for monitoring that such activities are carried out, as appropriate, in compliance with relevant University policies, processes and guidelines.

Professor Helen Garnett
Vice-Chancellor

Date