

## **P.55V3 Use of computing facilities Policy**

### **1.0 Purpose**

- 1.1 To inform Barkly International College (BIC) staff about acceptable use of the BIC's computing and communications facilities.

### **2.0 Scope**

- 2.1 This Policy applies to all computing and communications facilities provided by BIC and to all users and uses of such services.

### **3.0 Responsibilities**

- 3.1 The Training and Compliance Manager is responsible for the effective implementation of this policy.
- 3.2 All BIC staff are responsible for complying with this policy.

### **4.0 Promulgation**

**The P.55V3 Use of computing and facilities will be communicated throughout the BIC via:**

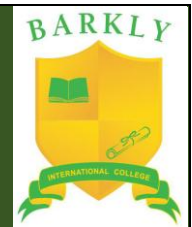
- 4.1 The policy will always be available on the BIC website under Staff Information.
- 4.2 Corporate Induction information sessions for new e staff.
- 4.3 An email will be sent by the Training and Compliance Manager to all staff with a notification of an update and link for reference.
- 4.4 The **P.55V3 Use of computing facilities Policy** will always be included into all in house Professional Development days.

### **5.0 Definitions**

- 5.1 **Computing:** is the use or operation of computers
- 5.2 **Facilities:** a place, amenity, or piece of equipment provided for a particular purpose.
- 5.3 **Copyright:** the exclusive and assignable legal right, given to the originator for a fixed number of years, to print, publish, perform, film, or record literary, artistic, or musical material.
- 5.4 **Educational purposes:** material used for teaching of students;
- a. Copying / communicating to students as part of a course of study;
  - b. A copy retained by the library (or a staff member) as a teaching resource;
  - c. The administration of students and courses.
- 5.5 **Internal BIC Material:** Documentation, graphic material, and any other material in any format, wholly generated within BIC, and for which BIC has copyright.

#### **Document Information**

<b>Title:</b>	P.55V3 Use of Computing and Facilities Policy		<b>Version No:</b>	V3.0
<b>Author:</b>	Barkly International College Pty Ltd		<b>Date Created:</b>	June 2015
<b>Reviewer:</b>	Evelin Cruz	<b>Date reviewed:</b>	December 2016	<b>Next Review date:</b> December 2017



**5.6 Restricted access:** Access to employees and students of the BIC only. Such access explicitly excludes individuals who are neither staff nor students of the college; and entities which are not constituent parts of BIC.

**5.7 Software:** Computer instructions or data which are stored electronically.

**5.8 Staff:** Any person employed by BIC. This includes academic, teaching and general, full-time, part-time, sessional or casual. Staff, for the purpose of this policy only, also includes visiting Teaching and Research staff, Academic Associates and other contracted staff, BIC based student and staff

## **6.0 Minimal personal usage of computing equipment**

**6.1** Short email communication with partners/children/school etc

**6.2** Scheduling of appointments example; medical health care checks, child care arrangements, parent teacher interviews)

**6.3** Social media example Facebook, Instagram, twitter can be accessed during breaks

**6.4** Use of games that an employee has not personally installed can be accessed during breaks

**6.5** Employees may play soft music at their work station through their computer as long as it is of no disturbance to any other staff member

## **7.0 Copy Right**

**7.1** Staff must adhere to all intellectual property and copy right laws. Employees must not upload, download or otherwise transmit any copyrighted materials belonging to parties outside the company without the copyright holders written permission

**7.2** This includes all Educational Material used as part of the teaching resources or course material  
And,

**7.3** All internal BIC material generated wholly by BIC.

## **8.0 Prohibited uses**

**8.1** Any usage for conducting an outside business including;  
▪ Commercial uses such as advertising or selling

**8.2** Any illegal activities

**8.3** Intentionally accessing sexually explicit and or pornographic sites/data

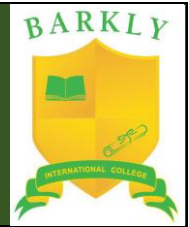
**8.4** Intentionally introducing any computer viruses or know malware to the college systems

**8.5** Sending harassing or frivolous messages such as chain letters, junk mail or broadcast any other type offensive material over the internet

**8.6** Physically damaging systems

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- 8.7 Attempting to access sensitive and private college data
- 8.8 Downloading of any other software not approved by TEAMIT
- 8.9 Downloading of movies, music, games on to the internal server and or personal desktop.

**9.0 Restricted access**

- 9.1 All staff will have a user ID and specific access rights relevant to their job role
- 9.2 Staff can only work under their staff log in
- 9.3 Staff is not allowed to give their user ID for another member of staff to work under, as access rights may be different
- 9.4 Staff is not allowed to provide further access rights to other members of staff without prior approval from management

**10.0 Disciplinary action**

- 10.1 All users are expected to always conduct themselves within the student and staff code of behaviour and within the obligations stated in this policy.
- 10.2 Failure to comply with this policy or any form of misuse within this policy may be subject to disciplinary action
- 10.3 Where appropriate temporary restrictive actions will be taken by system administrators pending further investigations and or disciplinary action.

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