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**Description**

Australian Lutheran College (ALC) provides Information and Communication Technology (ICT) facilities to support its teaching and learning, administrative and business activities. ALC recognises its responsibility to ensure the appropriate use of its ICT facilities and that it must be protected from damage or liability resulting from the unlawful or inappropriate use of its ICT facilities.

**Purpose**

To explain the general procedures in relation to acceptable use of ALC ICT facilities.

**Scope**

This policy applies to the use of ALC ICT facilities available to residents and non-residents of the ALC-provided shared internet connection.

**Acceptable use**

ICT facilities are provided to residents as a study tool; however, using them for reasonable, personal purposes is acceptable. Users must also comply with ALC's other policies and procedures as released by ICT staff.

Users of ALC ICT facilities must comply with ALC's requirements for acceptable use. Behaviour which breaches this policy may also breach Commonwealth and State law.

**Examples of unacceptable use**

Specific activities that constitute unacceptable use include but are not limited to:

- deliberate, unauthorised corruption or destruction of ICT facilities (including deliberate introduction or propagation of computer viruses)
- deliberate, unauthorised access to ICT facilities
- unauthorised use of data or information obtained from the use of ICT facilities
- use of ICT facilities to access, create, transmit or solicit material which is obscene, defamatory, discriminatory in nature, unsolicited commercial or advertising material or likely to cause distress to some individuals or cultures, where such material is not a legitimate part of teaching and learning.
- transmission or use of material which infringes copyright held by another person, company or ALC
- violation of software licensing agreements
- deliberate impersonation of another individual by the use of their login credentials, email address or other means
- violation of the privacy of personal information relating to other individuals
- unauthorised disclosure of confidential information
- use of ICT facilities to harass or threaten other individuals
- unauthorised attempts to identify or exploit weaknesses in ICT facilities
- unauthorised attempts to make ALC ICT facilities unavailable
- use of ALC ICT facilities to gain unauthorised access to third party ICT facilities

**Privately owned equipment**

Users may connect privately owned electronic equipment to ALC networks for the purposes of undertaking legitimate activities relating to their roles at ALC subject to the following conditions.

- Connection is only permitted if there is no potential risk to ALC facilities or possible interference with other users.
- Private electronic equipment must have an effective antivirus solution and all installed software must be licensed.

**ALC responsibility**

ALC will take reasonable steps to protect its ICT facilities from unauthorised and unacceptable use.

**Monitoring use**

ALC reserves the right to monitor any and all aspects of its ICT facilities to determine if a user is acting unlawfully or violating this policy. Such monitoring may include, but is not limited to, individual login sessions, the internet sites visited by users and the content of electronic communications. Monitoring may be done with or without prior notice to the user.

**Compliance**

Users of ALC ICT facilities are responsible for adhering to the provisions of this policy.

ALC may take remedial action and suspend user access with or without prior notice in response to suspected breaches of this policy.

Breaches by residents or visitors that constitute misconduct will be addressed by the ALC Leadership Team.

Sanctions for failing to comply with this policy may include:

- immediate withdrawal of access to ICT facilities, with or without prior notice
- criminal or other penalties imposed by State or Commonwealth legislation
- financial compensation may be sought by the ALC.

**Implementation and review**

ICT staff are responsible for regularly reviewing this policy. ICT staff have authority to amend this policy and any associated procedures.
Supporting documentation

Any information that ALC collects and uses is subject to the conditions of the ALC Privacy Policy and Procedure.

Legal and policy framework

While not an exhaustive list, the following legislation is of particular relevance to the use of ALC ICT facilities:

- Censorship Act 1996
- Higher Education Support Act 2003 (HESA)
- Education Services for Overseas Students (ESOS)
- Privacy Act 1998
- The Commonwealth Copyright Act (1968)
- The Commonwealth Crimes Act (1914)
- Occupational Health, Safety and Welfare Act 1986
- The South Australian Criminal Law Consolidation Act (1935)
- The Commonwealth Cybercrime Act (2001)
- Racial Vilification Act 1996 (SA)
- The South Australian Freedom of Information Act (1991)
- The South Australian State Records Act (1997)
- The South Australian Summary Offences Act (1953)

Disclaimer

The policy is intended to provide a framework to cover the broad areas of activity and establish the principles required to govern operations within a secure and protected environment. It is acknowledged that it is not possible to anticipate every situation that will arise, and as a consequence ALC staff will be required to make informed decisions within the guidance and general directions provided by the policy.