

## STAFF ICT USER AGREEMENT POLICY

*The Currajong School takes a zero-tolerance approach to child abuse and is fully committed to ensuring that its strategies, policies, procedures, and practices meet all **Child Safe Standards as specified in Ministerial Order No. 1359 (2022)***

### INTRODUCTION

This guide outlines the policy regarding the acceptable use of the information and communications technology (ICT) resources of The Currajong School.

The school is responsible for ensuring the use of school ICT resources is legal, ethical and consistent with the aims, values and objectives of The Currajong School and its responsibilities to employees, students and other ICT users.

All users of the school's ICT resources are expected to exercise responsibility, use the resources ethically, respect the rights and privacy of others and operate within the laws of the State and Commonwealth, including anti-discrimination and sexual harassment laws, and the rules and policies of The Currajong School, including occupational health and safety obligations to employees and students.

The school's ICT resources should not be used for inappropriate or improper activities. This includes pornography, fraud, defamation, breach of copyright, unlawful discrimination or vilification, harassment, including sexual harassment, stalking, bullying, privacy violations and illegal activity, including illegal peer-to-peer file sharing. The audience of an electronic message may be unexpected and widespread and users should be mindful of this when using the school's ICT resources.

The school's ICT resources are provided to improve and enhance learning and teaching and for the conduct of the business and functions of The Currajong School. Using information technology, accessing information and communicating electronically can be cost-effective, timely and efficient. Users are expected to use and manage these resources in an appropriate manner and in accordance with this policy. As part of ensuring users are aware of this policy, the following will occur:

- users will be provided access to this policy
- users will be reminded of the need for compliance with the policy
- users will be provided notification of updates or developments to the policy

## SCOPE

This policy applies to all users of The Currajong School ICT resources, as defined below, located at corporate offices and schools, and in private homes or at any other location. This policy applies to all use of The Currajong School ICT resources, including, but not limited to:

- copying, saving or distributing files
- data
- downloading or accessing files from the internet or other electronic sources
- electronic bulletins or notice boards
- electronic discussion or news groups
- email
- file sharing
- file storage
- file transfer
- information
- instant messaging
- online discussion groups and 'chat' facilities
- printing material
- publishing and browsing on the internet
- social networking
- streaming media
- subscriptions to list servers, mailing lists or other like services
- video conferencing
- viewing material electronically
- weblogs ('blogs')

## DEFINITIONS

### **Authorised person**

Authorised person for the purpose of this policy, includes:

- the Principal, Assistant Principal and Business Manager
- any other person authorised by the Principal to The Currajong School

### **The Currajong School email systems**

The Currajong School email system is used for the purpose of school related or other job specific electronic communications. The Currajong School email systems are part of The Currajong School's ICT resources.

### **The Currajong School ICT resources**

The Currajong School ICT resources includes but is not limited to all networks, systems, software and hardware including local area networks, wide area networks, wireless networks, intranets, The Currajong School email systems, computer systems, software, servers, desktop computers, printers, scanners, personal computers (desktops, notebooks and tablets), mobile phones, portable storage devices including digital cameras and USB memory sticks, handheld devices and other ICT storage devices.

**Electronic communications**

Electronic communications includes email, instant messaging, virtual conferencing, social media and any other material sent electronically.

**Malware**

Malware is malicious software programs designed to cause damage and other unwanted actions on a computer system. Common examples include computer viruses, worms, spyware and trojans.

**Peer-to-peer file sharing**

This is the sharing of files between systems on a peer-to-peer (P2P) network. Files can be shared between computer systems on the network without the requirement of a central server. An example of illegal P2P file sharing is the sharing of copyrighted files without the authorisation of the copyright owner, such as copyrighted film, book and music files.

**Personal use**

Personal use is all non-work related use of The Currajong School ICT resources including internet usage, social networking and private emails.

**Phishing**

Phishing is the attempt to obtain sensitive information such as usernames, passwords, and credit card details (and indirectly, money), often for malicious reasons, by disguising as a trustworthy entity in an electronic communication.

**Ransomware**

Ransomware is a type of malicious software that threatens to publish the victim's data or block access to it unless a ransom is paid.

**Spam**

Spam is unsolicited commercial electronic messages sent over the internet.

**User(s)**

User(s) is any person using The Currajong School ICT resources.

**Vishing**

Vishing is a form of phishing that uses the phone system or voice over internet protocol (VoIP) technologies. The user may receive an email, a phone message, or even a text encouraging them to call a phone number due to some discrepancy. If they call, an automated recording prompts them to provide detailed information to verify their account such as credit card number, expiration date or birthdate.

**Whaling**

Whaling is a type of phishing that targets high-profile users such as corporate executives, politicians and celebrities. Whaling emails and websites are highly

customised and personalised, often incorporating the target's name, job title or other relevant information gleaned from a variety of sources.

## **NONCOMPLIANCE**

Non-compliance with this policy will be regarded as a serious matter and appropriate action will be taken, which may include termination of employment.

Depending on the nature of the inappropriate use of The Currajong School's ICT resources, non-compliance with this policy may constitute:

- a breach of employment obligations
- a criminal offence
- a threat to the security of The Currajong School's ICT resources and information
- an infringement of the privacy of staff and other persons
- exposure to legal liability
- serious misconduct
- sexual harassment
- unlawful discrimination

Where there is a reasonable belief that illegal activity may have occurred, this may be reported to the police.

## **BREACHES OF THIS POLICY**

Breaches of this policy may fall into one of the following categories, described in detail below, all of which brings, or has the potential to bring, the employee or The Currajong School into disrepute.

- Category 1: illegal — criminal use of material
- Category 2: extreme — non-criminal use of material
- Category 3: critical — offensive material
- Category 4: serious

Category 1: illegal — criminal use of material

This category includes but is not limited to:

- child abuse material offences relating to child pornography covered by the Crimes Act 1958 (Vic). 'Child abuse material' is defined in section 51A of the Crimes Act 1958 (Vic)
- objectionable material — offences relating to the exhibition, sale and other illegal acts relating to 'objectionable films' and 'objectionable publications' covered by the Classification (Publications, Films and Computer Games) (Enforcement) Act 1995 (Vic). Such material has or would attract a classification of X18+ (restricted) or RC (refused classification) under the Guidelines for Classification of Films 2012, Guidelines for the Classification of

Computer Games 2012 or National Classification Code scheduled to the Classification (Publications, Films and Computer Games) Act 1995 (Cth)

- reckless or deliberate copyright infringement
- any other material or activity that involves or is in furtherance of a breach of criminal law

#### Category 2: extreme — non-criminal use of material

This category includes non-criminal use of material that has or may attract a classification of RC or X18+ under the Guidelines for Classification of Films 2012, Guidelines for the Classification of Computer Games 2012 or National Classification Code scheduled to the Classification (Publications, Films and Computer Games) Act 1995 (Cth). This includes any material that:

- depicts, expresses or otherwise deals with matters of sex, drug misuse or addiction, crime, cruelty, violence or revolting or abhorrent phenomena in such a way that they offend against the standards of morality, decency and propriety generally accepted by reasonable adults to the extent that the material should not be classified
- describes or depicts in a way that is likely to cause offence to a reasonable adult or a person who is, or appears to be, a child under 18 (whether or not the person is engaged in sexual activity or not)
- promotes, incites or instructs in matters of crime or violence
- includes sexually explicit material that contains real depictions of actual sexual intercourse and other sexual activity between consenting adults

#### Category 3: critical — offensive material

This category includes other types of restricted or offensive material, covering any material that:

- has or may attract a classification of R18+ under the Guidelines for Classification of Films 2012, Guidelines for the Classification of Computer Games 2012 or National Classification Code scheduled to the Classification (Publications, Films and Computer Games) Act 1995 (Cth). Material may contain sex scenes and drug use that are high in impact
- includes sexualised nudity
- involves racial or religious vilification
- is unlawfully discriminatory
- is defamatory
- involves sexual harassment or bullying

#### Category 4: serious

This category includes any use which is offensive or otherwise improper.

The categories do not cover all possible breaches of this policy. Matters not covered by the above categories will be dealt with on an individual basis and on the relevant facts.

## **USE OF THE SCHOOLS ICT RESOURCES**

### **Business purposes**

The Currajong School ICT resources are provided to users for business purposes. Other than limited personal use, The Currajong School ICT resources must be:

- used for business purposes, or where authorised or required by law, or with the express permission of an authorised person
- used like other business resources and users must comply with any codes of conduct, ministerial orders or legislative requirements that apply to the user, for example, the Code of Conduct for the Victorian Public Sector, the Education and Training Reform Act 2006 (Vic) and the Public Administration Act 2004 (Vic)

Users are allowed reasonable access to electronic communications using The Currajong School ICT resources to facilitate communication between employees and their representatives, provided that use is not unlawful, offensive or otherwise improper. This may include a union on matters pertaining to the employer or employee relationship.

Large data downloads or transmissions should be minimised to ensure the performance of The Currajong School ICT resources for other users is not adversely affected.

### **Personal use**

Users may use The Currajong School ICT resources for personal reasons provided the use is not excessive and does not breach this policy. Excessive personal use during working hours covers personal use which satisfies the following criteria:

- it occurs during normal working hours (but excluding an employee's lunch or other official breaks)
- it adversely affects, or could reasonably be expected to adversely affect, the performance of the employee's duties, and
- the use is not insignificant

The Currajong School may seek reimbursement or compensation from a user for all or part of any costs where the user has caused The Currajong School to incur costs due to excessive downloading of non-work related material in breach of this policy.

Subject to limited personal use, social networking, on-line conferences, discussion groups or other similar services or tools using The Currajong School ICT resources must be relevant and used only for The Currajong School purposes or professional development activities. Users must conduct themselves professionally and appropriately when using such tools.

Unless otherwise approved, for ICT security reasons The Currajong School email addresses should not be used to subscribe to private subscriptions and other like services (for example, online ticket services, bill payments) and should never be used as 'recovery email' addresses for any other services. Subscribing to mailing lists and other like services using The Currajong School ICT resources must be for The Currajong School purposes or professional development reasons only and a different password must be used for all such purposes.

Users should be aware that the provisions applying to access and monitoring of The Currajong School ICT resources also apply to personal use.

### **Defamation**

The Currajong School ICT resources must not be used to send material that defames an individual, organisation, association, company or business.

The consequences of a defamatory comment may be severe and give rise to personal or The Currajong School liability. Electronic communications may be easily copied, forwarded, saved, intercepted or archived. The audience of an electronic message may be unexpected and widespread.

### **Copyright infringement**

The copyright material of third parties must not be used without authorisation. This includes software, database files, documentation, cartoons, articles, graphic files, music files, video files, books, text and downloaded information.

The ability to forward, distribute and share electronic messages, attachments and files greatly increases the risk of copyright infringement. Copying material to electronic storage, or printing, distributing or sharing copyright material by electronic means may give rise to personal or The Currajong School liability, despite the belief that the use of such material was permitted.

Users of The Currajong School ICT resources should be familiar with any relevant intellectual property and copyright guidelines issued by The Currajong School.

For the avoidance of doubt, 'copyright' does not include moral rights under the Copyright Act 1968 (Cth).

### **Illegal use and material**

The Currajong School ICT resources must not be used in any manner contrary to law or likely to contravene the law. Any suspected offender may be referred to the police or other relevant authority and their employment may be terminated.

Certain inappropriate, unauthorised and non work-related use of The Currajong School ICT resources may constitute a criminal offence under the Crimes Act 1958 (Vic). Examples include computer 'hacking', unauthorised release of data, The Currajong School material or leaking of information or documents and the distribution of malware. Illegal or unlawful use includes but is not limited to:

- use of certain types of pornography under the Crimes Act 1958 (Vic), such as child pornography
- offences under the Classification (Publications, Films and Computer Games) (Enforcement) Act 1995 (Vic)
- defamatory material
- material that could constitute racial or religious vilification, or unlawfully discriminatory material
- stalking
- blackmail and threats under the Crimes Act 1958 (Vic)
- use that breaches copyright laws, fraudulent activity, computer crimes and other computer offences under the Cybercrime Act 2001 (Cth) or Crimes Act 1958 (Vic)
- breaches under any other relevant legislation

In particular, child abuse materials represents the antithesis of The Currajong School responsibilities with regard to the safety and education of children. Any suspected offender will be referred to the police and their employment will be terminated if the allegations are substantiated.

### **Offensive or inappropriate material**

Use of The Currajong School ICT resources must be appropriate to a workplace environment and aligned to The Currajong School values. This includes, but is not limited to, the content of all electronic communications, whether sent internally or externally.

The Currajong School ICT resources must not be used for material that is pornographic, harassing, hateful, racist, sexist, abusive, obscene, discriminatory, offensive or threatening. This includes sexually-oriented messages or images and messages that could constitute sexual harassment.

All users of The Currajong School ICT resources should be familiar with The Currajong School policies including anti-discrimination, human rights, equal opportunity and bullying and harassment.

Users of The Currajong School ICT resources who receive unsolicited, offensive or inappropriate material electronically should delete it immediately and may choose to notify their Principal or immediate manager of such instances. Where the sender of this material is known to the user, the user should notify the sender to refrain from sending such material again.



Offensive or inappropriate material must not be forwarded internally or externally, or saved onto The Currajong School ICT resources, except where the material is required for the purposes of investigating a breach of The Currajong School policies.

### **Malware**

Electronic and web communications are potential delivery systems for computer malware. An anti-virus and threat protection program should scan all data, programs and files downloaded electronically or attached to messages before being launched, opened, accessed or sent.

Malware has the potential to seriously damage The Currajong School ICT resources and lead to a breach of privacy legislation. Users should not open any attachments or click on any links embedded in an email unless they have confidence in the identity of the sender.

### **Social engineering**

Social engineering is (in the context of information security) the use of deception to manipulate individuals into divulging confidential or personal information that may be used for fraudulent purposes.

Phishing, vishing and whaling and other forms of social engineering are used to obtain information from users that could result in unauthorised access to The Currajong School ICT resources, or to fraudulently obtain money from the The Currajong School.

### **Attribution**

There is always a risk that an employee may be in breach of this policy due to false attribution. It is possible that communications may be modified to reflect a false message, sender or recipient. In these instances, an individual may be unaware that he or she is communicating with an impostor or receiving fraudulent information.

If a user has a concern with the contents of a message received or the identity of the publisher of the electronic information, action should be taken to verify their identity by other means. Users should inform their immediate manager or Principal if they believe an electronic communication has been intercepted or modified.

Users are accountable for all use of The Currajong School ICT resources that have been made available to them for work purposes and for all use of The Currajong School ICT resources performed with their user identification. Users must maintain full supervision and physical control of The Currajong School ICT resources at all times including mobile phones, tablets and notebook computers.

User identification and passwords must be kept secure and confidential. Users must not allow or facilitate unauthorised access to The Currajong School ICT resources through the disclosure or sharing of passwords or other information designed for security purposes.

Active sessions are to be terminated when access is no longer required and computers secured by password when not in use.

### **Mass distribution and spam**

The use of The Currajong School ICT resources for sending 'junk mail', for-profit messages or chain letters is strictly prohibited.

The use of electronic communications for sending unsolicited commercial electronic messages ('spam') is strictly prohibited and may constitute a breach of the Spam Act 2003 (Cth).

Mass electronic communications should only be sent in accordance with normal The Currajong School procedures.

### **Confidentiality and privacy**

Electronic communication is not a secure means of communication. While every attempt is made to ensure the security of The Currajong School ICT resources, this security is not guaranteed, particularly when communicated to an external party. The sender should consider the confidentiality of the material they intend to send when choosing the appropriate means of communication.

To ensure their confidentiality is maintained, employees are advised to use personal, rather than The Currajong School email accounts when disclosing improper conduct, either as part of an audit or as contemplated by the Public Interest Disclosures Act 2012 (Vic).

The Currajong School will handle any personal information collected through the use of The Currajong School ICT resources in accordance with the Privacy and Data Protection Act 2014 (Vic).

The Currajong School will not disclose the content of electronic communications created, sent or received using The Currajong School ICT resources to third parties outside of The Currajong School unless that disclosure is required for the purposes of:

- The Currajong School investigation
- a police investigation
- for other legal, investigative, audit or compliance reasons

In other circumstances, disclosure should not contravene the Privacy and Data Protection Act 2014 (Vic).

## **THE CURRAJONG SCHOOL, SCHOOL PROPERTY**

Electronic communications created, sent or received using The Currajong School email systems are the property of The Currajong School and may be accessed by an authorised person or their delegate in the case of an investigation. This includes investigations following a complaint or investigations into misconduct.

Electronic communications may also be subject to discovery in litigation and criminal investigations. All information produced on users' computers, including emails, may be accessible under the Freedom of Information Act 1982 (Vic).

Email messages may be retrieved from back-up systems.

### **Access and monitoring**

Authorised persons may access or monitor The Currajong School ICT resources at any time without notice to the user. This includes, but is not limited to, use of The Currajong School email systems, and other electronic documents and records and applies to the use of The Currajong School ICT resources for personal use. However, Authorised persons must have a valid reason for accessing or monitoring the use of The Currajong School ICT resources and are required to maintain a log recording relevant details of the access and monitoring activity.

Authorised persons may access or monitor the records of The Currajong School ICT resources for operational, maintenance, compliance, auditing, legal, security or investigative purposes. Electronic communications that have been sent, received or forwarded using The Currajong School ICT resources, may be accessed and logs of websites visited using The Currajong School ICT resources may be generated, examined and monitored.

Authorised persons may require assistance of a systems administrator to gain access to records held within The Currajong School ICT resources, such as electronic documents, communications or website logs of users. In such cases, the systems administrator will not be in breach of this policy by reason of following the instructions of an authorised person.

If a systems administrator becomes aware of any inappropriate use of The Currajong School ICT resources, they must report their concerns to an authorised person.

If there is a reasonable belief that The Currajong School ICT resources are being used in breach of this policy, the Principal or immediate manager of the person who is suspected of inappropriate use may secure the equipment while the suspected breach is being investigated.

The Principal or immediate manager may also request the systems administrator to suspend a person's use of The Currajong School ICT resources.

Nothing in this policy prevents The Currajong School agents from monitoring The Currajong School ICT resources in the normal course of their duties.

### **Records management**

Electronic communications are public records and subject to the provisions of the Public Records Act 1973 (Vic).

The Currajong School record management practices must comply with The Currajong School policies and guidelines on records management and management of electronic communications, as amended from time to time. The Currajong School records may either:

- have no retention requirement and be destroyed as soon as they are no longer required for administrative purposes
- be retained as a temporary record by The Currajong School and then destroyed when the retention period designated by the Public Record Office Victoria (PROV) is complete
- be retained as a permanent record by The Currajong School then, when no longer required for administrative use, transferred to PROV

### **FURTHER ASSISTANCE**

Further information, advice or assistance on any matters related to acceptable use of The Currajong Schools ICT resources is available by:

- Logging an ICT Job on Sentral
- Seeking support from a member of leadership
- Seeking support from the CIT 'Go to people' in the School

### **EVALUATION**

This policy will be reviewed as per our three-year review cycle or more often if necessary due to changes in regulations or circumstances.

Approval date:	Approved by:	Next review:
October 2021	School Board	October 2024



The Currajong School acknowledges the traditional owners of this country throughout Australia and their continuing connection to land and community. We pay our respects to them and their cultures and to the Elders past, present and emerging.

## **Appendix 1**



### THE CURRAJONG SCHOOL STAFF ICT USER AGREEMENT POLCY

#### **Overview**

The Currajong School's, Information Communications Technology (ICT) resources are provided to improve and enhance learning and teaching and for the conduct of the business and functions of the school. Using information technology, accessing information and communicating electronically can be cost-effective, timely and efficient.

All users of The Currajong School's ICT resources are expected to exercise responsibility, use the resources ethically, respect the rights and privacy of others and operate within the laws of the State and Commonwealth, including anti-discrimination and sexual harassment laws, and the rules and policies of the school, including occupational health and safety obligations to employees and students.

The Currajong School's ICT resources should not be used for inappropriate or improper activities. This includes pornography, fraud, defamation, breach of copyright, unlawful discrimination or vilification, harassment, including sexual harassment, stalking, bullying, privacy violations and illegal activity, including illegal peer-to-peer file sharing. The audience of an electronic message may be unexpected and widespread and users should be mindful of this when using ICT resources.

The Currajong School's, *Acceptable Use of ICT Resources Policy* (this policy is at the end of the agreement) applies to all users of The Currajong School's ICT resources.

This policy is not intended to apply to students. Our school has our own acceptable use policies for students.

## Equipment

I understand that the Equipment allocated to me includes the notebook and all accompanying **accessories**.

- I will not sell, assign, transfer, or otherwise dispose of any Equipment or its component items allocated to me.

## Proprietary

- I accept that this agreement does not confer on me any ownership or proprietary interest in or to the notebook and its accompanying accessories.

- I will return the Equipment:

- o on my last working day prior to starting a period of leave greater than or equal to **one term**;

- o on my last day of employment in that school (though not necessarily The Currajong School); or

- o if a change in my status affects my eligibility for the program.

## Equipment care

- I will keep the equipment in good working order and notify my School IT Coordinator (immediately of any defect or malfunction).

- I will immediately contact my leadership team if any of the equipment becomes damaged, lost or stolen.

- I will take exceptional care of the equipment allocated to me including:

- o never leaving the notebook/ iPad unattended or unsecured;

- o never leaving the notebook/iPad in plain view in an unattended or unsecured vehicle;

- o never allowing the notebook/iPad to be accessed by unauthorised people;

- o never allowing the notebook/iPad to be interfered with, tampered with or altered by a third party without the approval of the School Principal; and

- o ensure due care is taken in the handling, transporting and usage of the notebook.

- I will return the equipment to the school in good working order. I understand that no upgraded or replacement notebook package will be issued to me unless and until I have returned the original equipment in good condition and working order.

- I understand that only the base notebook, and none of the accessories, is covered by insurance and that if I lose accessories, or they are stolen that the school may seek reimbursement for their replacement.

### **Parameters of use**

- I will use the equipment lawfully and in accordance with both The Currajong School's *Acceptable Use Policy* which may change from time to time. I understand that the contents of such a policy relates to the ethical use of technology, use of legal software, use of the internet and the protection of personal data.
- I will not use the equipment for any commercial purpose.
- I will not allow anyone else to use the equipment.
- I will not share my network user account and password.

### **Modifications**

- I will not add or modify the hardware base of the notebook/iPad in any way.
- I will only add software that is licensed and compatible with the school's standard operating system. I understand that I can select additional software from the school through an IT log on Sentral and this will be determined by Leadership.
- I will never remove, conceal, or alter any notebook/ iPad markings, serial number tags, or engravings.

### **Data retention**

- I will back up my work so that no data is lost should the notebook/iPad be repaired, returned or re-imaged.
- I am responsible for backing-up all necessary data. Currajong's ICT Support is not responsible for any data loss. Therefore, I will ensure all my work and important documents are backed up onto external drive or another device.

### **Notebook and/or use agreement**

I confirm that I have read and understand the Terms and Conditions of Notebook and/or iPad use and am willing to follow those Terms and Conditions when using the equipment allocated to me by **The Currajong School**.

*Accordingly, my signature confirms my:*

- *acceptance of delivery of equipment allocated to me; and*
- *agreement to the Terms and Conditions.*

**Notebook Model:**

**Notebook Serial Number:**

**iPad Model:**

**iPad Serial Number:**

Employee Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_