

Internet Usage Policy

1. Purpose

The purpose of this policy is for the management of Internet services provided to support the teaching, research and administrative activities of the Institute.

This policy ensures that:

- The Institute community is informed about the applicability of policies and laws to internet services;
- Internet services are used in compliance with those policies and laws.

2. Scope

This policy applies to all students, staff, Board members and guests of Sunraysia Institute of TAFE

- all Internet access services provided by the Institute and
- all internet usage records.

3. Definitions

Acronym/Term	Definition
Authorised User	A Student, staff member, Board member or guest of the Institute recognised as having a legitimate need for internet access and provided with access to Institute internet services by the IT department.
IT	Information Technology

4. Policy

4.1. General Service Provision

4.1.1. The Institute will provide and maintain infrastructure and technologies to facilitate internet access by staff, students, and other authorised users for purposes consistent with section 3.2 of this policy.

4.1.2. Whilst the Institute will endeavour to resolve all reported service issues, the Institute provides no guarantee's regarding:

- The availability of internet services at all times, specifically where there is interruption to services beyond the control of the Institute;
- The speed at which internet services are available, particularly at times of peak demand;
- Access to all external internet sites and associated links on those sites, in particular where the host site contains content identified as inappropriate in accordance with the Internet Usage Procedure.

4.2. Use of Internet Services

Warning – Uncontrolled when printed.

4.2.1. Internet services may be used in support of the Institute's teaching, learning, research and administrative needs.

4.3. Monitoring and enforcement

4.3.1. Sunraysia Institute of TAFE has the right to monitor all internet content passing through, or stored within, its infrastructure.

4.4. Reporting Misuse

4.4.1. Allegations of misuse of internet services should be immediately reported as per the Internet Misuse Reporting Procedure.

4.5. Sanctions for non-compliance

4.5.1. The Institute reserves the right to invoke disciplinary procedures where non-compliance with its internet use policies and procedures is identified.

5. Legislative Context

- [Ombudsman Act 1973](#)
- [Commonwealth Copyright Act 1968](#)
- [Electronic Transactions \(Victoria\) Act 2000](#)
- [Evidence Act 1958 and the Acts Amendment \(Evidence\) Act 2000](#)
- [Crimes Act 1958](#)
- [Financial Management Act 1994](#)
- [Victorian Freedom of Information Act \(1982\)](#)
- [Privacy and Data Protection Act 2014 \(Vic\)](#)
- [Public Records Act 1973 \(PROV's\)](#)

6. Associated documents

6.1.1. Associated Policies

- Code of Conduct Policy
- Communication Protocol Policy.
- Privacy Policy
- Staff Discipline Policy
- Student Code of Conduct Policy

6.1.2. Associated Procedures

- Internet Usage Policy.

6.1.3. Associated Forms

- Nil.

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6.1.4. Other associated documents

- Nil.

7. Responsibility

The Director Operations is responsible for ensuring compliance with this policy, and its associated procedures and systems.

8. Review Frequency

This policy is to be reviewed every three (3) years, and remains in force as amended from time to time, until rescinded.

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Authorised by: Board

Maintained by: General Manager, Operations

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