

# INFORMATION TECHNOLOGY POLICY

Taratahi Agricultural Training Centre QMS Component			
Category:	STUDENT SYSTEMS	Policy Number:	QMS 16
Title:	Information Technology	Date Approved:	20 March 2003
Prepared by:	Quality Manager	Date of Last Revision:	19 Aug 2010
Authorised by:	Taratahi Academic Committee	Next Review Date:	Oct 2011

## 1. PURPOSE

This policy has been developed to ensure that all Taratahi staff and students are aware of the acceptable and appropriate means of using computers/telephones/faxes for which the organisation is responsible.

## 2. ORGANISATIONAL SCOPE

This is an organisation wide procedure.

## 3. DEFINITIONS

## 4. RESPONSIBILITIES

The Corporate Services Manager is responsible for all IT related policies.

## 5. THE PROCEDURE

### 5.1 Use of the System

5.1.1 Staff and students must have read, understood and agreed to the terms and conditions of this procedure before being allowed access to the Taratahi computer facilities. For staff this will be during their induction programme. For students this will be during the orientation programme during the first week of their course of study.

5.1.2 Staff and students will receive a log-in ID and password before being given access to the system; this ensures its security.

5.1.3 It is the responsibility of individual staff and students to ensure that their log-in ID and password remains confidential to themselves and is not shared with any other individual.

5.1.4 Taratahi staff and students must act responsibly and in a manner consistent with normal ethical obligations. This includes using the System in a manner that does not:

- (i) violate any applicable laws, contractual agreements and licenses;
- (ii) misrepresents Taratahi or violate Taratahi policies, procedures or regulations;
- (iii) harass another individual(s)

- 5.1.5 Taratahi staff and students must respect the rights of other users of the System with regard to security of files, confidentiality of data and ownership of work. All Taratahi staff and students are forbidden from:
- (i) using the computer access privileges of others;
  - (ii) accessing, copying or modifying the files of others without their explicit permission;
  - (iii) illegal copying of software or data;
  - (iv) harassing others in any way;
  - (v) interfering with the legitimate use of the System by other users;
  - (vi) allowing another individual to use the account assigned to them.
- 5.1.6 All Taratahi staff and students are expressly forbidden from wilfully impeding the operation of the System. Wilfully impeding the operation of the System is defined as:
- (i) using the System to gain unauthorized access to any other computer system;
  - (ii) knowingly perform an act which will interfere with the normal operation of the System;
  - (iii) introducing new software to the System without prior approval;
  - (iv) knowingly running or installing onto the System, or giving to another user, a computer programme intended to damage or place excessive load on the System;
  - (v) attempting to get round data protection schemes, or uncover security loopholes;
  - (vi) violating terms of applicable software licensing agreements;
  - (vii) deliberately wasting resources related to the System;
  - (viii) using email to harass others;
  - (ix) intentionally accessing objectionable and/or pornographic material;
  - (x) intentionally using an abnormally large amount of System resources, such as processing time or disk space.;
  - (xi) unauthorized removal or modification of System hardware;
  - (xii) attempting to monitor or tamper with another user's E-mail;
  - (xiii) reading, copying, changing or deleting another user's files without the explicit agreement of the other user;
  - (xiv) maliciously using the System to developing computer programmes (viruses) that harass other users, infiltrate a computer or computing system or damaging the software components of a computer or computing system.
- 5.1.7 All Taratahi staff and students shall:
- (i) keep their files tidy and delete unwanted files;

- (ii) report any breaches of this Procedure to the Corporate Services Manager;
- (iii) report any malfunctions of the System to the Corporate Services Manager;
- (iv) use all System equipment for their intended purpose and leave all System equipment and the surrounding work area in the same or better condition than they were found;
- (v) not play games or use the System resource for other non-educational activities when others require the System for educational purposes;
- (vi) not waste nor take supplies, such as paper, ink, toner and diskettes that are provided by Taratahi.

5.1.8 Taratahi will not be responsible for any loss of data resulting from delays, non-deliveries or service interruptions caused by negligence, errors or omissions of the System or by the user.

## **5.2 Internet**

5.2.1 Taratahi provides Internet access for its staff and students. It is intended that this access supports the teaching, learning, research and administrative activities of Taratahi. As such, use of the Internet by staff and students is restricted to those activities that are relevant to their course of study and/or responsibilities.

During recreational times students are able to access the internet for a range of uses which do not contradict the guidelines set out in this policy.

5.2.2 When accessing the Internet all Taratahi staff and students must:

- (i) abide by security restrictions on all systems and information which they have accessed;
- (ii) respect all copyright issues regarding software, information and authorship;
- (iii) apply a virus checking programme prior to using a file that has been imported from any known source;
- (iv) not transfer, download and/or publish information or material that is:
  - abusive or offensive to other Taratahi staff members and students;
  - defamatory;
  - illegal;
  - racist;
  - pornographic/sexually explicit;
  - likely to bring Taratahi into disrepute;
- (iv) not engage in any activity (unless authorised) that requires an exchange of money, credit card numbers or where they enter

into an area of service for which Taratahi will be charged an additional fee;

- (v) not initiate or pass on computer chain letters or electronic junk mail;
- (vi) not import files from unknown or disreputable sources;
- (vii) not use profanity or impolite remarks/suggestions in e-mail, during live chats, or at any other time while on the Internet or On-line services.

### **5.3 Inspection of Files**

- 5.3.1 At all times Taratahi maintains the right to determine whether specific uses of the System are consistent with acceptable practices.
- 5.3.2 Private communications across the System have the same protection as private communications via the telephone, although Taratahi reserves the right to monitor system usage.

### **5.4 Disciplinary Action**

- 5.4.1 Students who breach this procedure will be dealt with under the Taratahi Discipline procedure.
- 5.4.2 Taratahi staff members who breach this procedure will be dealt with under the Taratahi staff discipline procedure.
- 5.4.3 If a students' System access privileges have been removed assessment requirements for their course of study/qualification are still expected to be completed.

### **5.5 Facsimiles and Email**

- 5.5.1 Taratahi encourages business use of Facsimile and Email. All messages generated on, or handled by Taratahi Facsimile and Email systems are considered to be the property of Taratahi and not the property of the users of the Taratahi Facsimile and Email systems.
- 5.5.2 Messages contained within Facsimile and Email must be kept to a minimum. This means that staff must ensure messages are targeted to the relevant audience only.
- 5.5.3 No staff member shall make improper use of the Taratahi Facsimile and Email systems. Improper use includes:
  - (i) displaying any materials which are obscene, offensive, slanderous or illegal; and/or
  - (ii) to menace or harass individuals; and/or
  - (iii) contravention of any relevant Acts; and/or
  - (iv) such other activities deemed improper use from time to time.

- 5.5.4 Taratahi reserves the right to take any appropriate action including examining, moving, copying or deleting any information in the event of a suspected or proven breach of this procedure.
- 5.5.5 Facsimile and Email have a similar legal standing as a signed letter. A statement contained in a Facsimile or Email may be binding on Taratahi.
- 5.5.6 Facsimiles and Email may also be subject to Police search warrants and used as evidence in Court.
- 5.5.7 Taratahi staff must recognise that some information is intended for specific individuals and may not be appropriate for general distribution. They should therefore exercise caution when forwarding messages.
- 5.5.8 Facsimiles and Email reflect on the image of Taratahi. When communicating externally via Facsimiles and Email, staff should ensure that grammar and spelling are accurate and that the highest of presentation standards are upheld.

#### **5.6 Personal use of telephone, facsimile and Internet**

- 5.6.1 It is acknowledged that staff may use Telephone, Facsimile and Internet for limited personal use from time to time.
- 5.6.2 If staff members use Telephone, Facsimile and Internet for personal purposes, it must be in accordance with the following guidelines:
  - (i) it must not interfere with the normal business activities of Taratahi; and
  - (ii) it must not interfere with or detract from the normal employment duties and obligations of the staff member; and
  - (iii) it must not embarrass or disadvantage Taratahi in any way; and
  - (iv) it must not be used for a business other than the business of Taratahi, and
  - (v) it must be kept to a minimum.
- 5.6.3 Staff should keep to a minimum personal Telephone calls, or send facsimiles and emails that generate a cost to Taratahi Staff may be required to reimburse Taratahi for these costs.