



AUSTRALIAN  
LEADING  
INSTITUTE OF  
TECHNOLOGY

## **Australian Leading Institute of Technology**

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# No.6.1.11: Information Technology Policy and Procedure

## Policy Context

This policy relates to:	
Registration Manager	Australian Skills Quality Authority (ASQA)
Conditions of Registration	VET Quality Framework (VQF)
Codes and Standards	ESOS National Code 2018 – Standard: 6.5; 6.7; 6.9.1; 6.9.2; 6.9.3; 11.2.5;
Legislation or other requirements	National Vocational Education and Training Regulator Act 2012

## Purpose

The ALIT is a training organisation with best practice as its main benchmark.

ALIT retain student, management and employee information in accordance with applicable federal and state legislation and regulations. This information must be protected against unauthorised exposure, tampering, loss and destruction, ALIT's contractual obligations, must be met as well as the privacy rights of any individual whose information is collected. Achieving this objective requires that:

- The information's sensitivity level must be defined to convey what level of protection is expected to all employees/agents who are authorized to access the information.
- The individuals who should have access to sensitive information must be identified, either by role or by name

The purpose of this policy is therefore to:

- Ensure that ALIT resources and data are used for appropriate purposes

- Inform users about the applicability of policies to computing resources and data, and ensure they are used in compliance with ALIT policies
- Establish policy on confidentiality, integrity, availability and privacy in computing resources and data
- Prevent disruptions to and misuse of institution computing resources, services
- Ensure user is aware of their responsibilities
- Promote the appropriate use of IT for the protection of all members of ALIT.

Failure to comply with this policy may subject staff and students to disciplinary measures. For ALIT employees, failure to comply could result in termination.

#### Objective

The objective of this Policy and Procedure for ALIT is to ensure that ALIT:

- has suitable and appropriate IT infrastructure, IT resources and equipment, and best policy and procedures to use these resources
- policy framework supports the confidentiality, integrity, availability and privacy in computing resources and data
- personnel know their responsibilities and obligations

For the purposes of this policy, the term “ALIT” refers to the registered training organisation.

#### Policy Statement: Our Commitment

ALIT is committed to maintaining compliance with all regulatory, legislative and contractual requirements.

Specifically, we will:

- Ensure that all relevant staff have access to the policy
- Ensure staff know their obligations and responsibilities
- Ensure ALIT has suitable and appropriate IT infrastructure, IT resources and equipment, and best policy and procedures to use these resources

- Ensure ALIT has a compliant policy framework to support the confidentiality, integrity, availability and privacy in computing resources and data
- Ensure staff know their limitations

#### General Processes

Items    Processes        Roles

Appropriate and responsible use        Appropriate and responsible use of the computing, Internet and networking facilities is defined as use that is consistent with the training, learning, research and administrative objectives of and with the specific objectives of the project or task for which such use was authorised. All uses inconsistent with these objectives are inappropriate use.

#### Responsibility

This policy is the responsibility of the IT Manager, CEO /ALIT's CEO/ALIT's

Any breach of this policy will be dealt with by the – IT Manager /ALIT's CEO and may result in disciplinary action or expulsion for serious breach.

Purpose of use It is the policy of ALIT that it's computing, and networking facilities are intended for use for teaching, learning, research and administration only. Although recognising the increasing importance of these facilities to the activities of staff and students, ALIT reserves the right to limit, restrict, or extend access to them.

#### Accountability

All persons using the computing and networking facilities shall be responsible for the appropriate use of the facilities provided as specified in this policy and shall observe conditions and times of usage as published by the – IT Manager /ALIT's CEO.

## Commercial purpose

It is the policy of ALIT that its computing and associated network facilities are not to be used for commercial purposes or unrelated activities without written authorisation from ALIT. In any dispute as to whether work carried out on the computing and networking facilities is internal work, the decision of the CEO, ALIT is final.

## Integrity, Confidentiality and privacy

- The user will not record or process information which knowingly infringes any patent or breaches any copyright.
- ALIT will endeavour to protect the confidentiality of information and material furnished by the user and will instruct all computing personnel to protect the confidentiality of such information and material, but ALIT shall be under no liability in the event of any improper disclosure.
- ALIT will endeavour to safeguard the possibility of loss of information within ALIT's computing and networking facilities but will not be liable to the user in the event of any such loss. The user must take all reasonable measures to further safeguard against any loss of information within ALIT's computing and networking facilities.
- If a loss of information within the system can be shown to be due to negligence on the part of the computing or network personnel employed by ALIT, or to any hardware or software failure which is beyond the user's means to avoid or control, then the ALIT's IT team will endeavour to help restore the information and will not charge the user for computer time spent in such restoration.
- The use of the computing and networking facilities is permitted by ALIT on the condition that it will not involve the infringement of any patent or the breach of any copyright and the user agrees to indemnify and keep indemnified ALIT and each member and every member of its staff against all actions, claims, and demands for infringement of patent and or breach of copyright which may be brought or made against ALIT or any member of its staff arising out of or in connection with the use of the computing and networking facilities.

## ALIT users

- Users of the computing and networking facilities recognise that when they cease to be formally associated with ALIT (e.g. no longer an employee, enrolled student or visitor to ALIT), their information

may be removed from the computing and networking facilities without notice. Users must remove their information or decide for its retention prior to leaving ALIT.

- ALIT reserves the right to limit permanently or restrict any user's usage of the computing and networking facilities; to copy, remove, or otherwise alter any information or system that may undermine the authorised use of the computing and networking facilities; and to do so with or without notice to the user in order to protect the integrity of the computing and networking facilities against unauthorised or improper use, and to protect authorised users from the effects of unauthorised or improper usage.
- ALIT, through authorised individuals, reserves the right to periodically check and monitor the computing and networking facilities, and reserves any other rights necessary to protect them.
- ALIT disclaims responsibility and will not be responsible for loss or disclosure of user information or interference with user information resulting from its efforts to maintain the privacy, security and integrity of the computing and networking facilities and information.
- ALIT reserves the right to take emergency action to safeguard the integrity and security of the computing and networking facilities. This includes but is not limited to the termination of a program, job, or on-line session, or the temporary alteration of user account names and passwords. The taking of emergency action does not waive the rights of ALIT to take additional actions under this policy.
- Users of the computing and networking facilities do so subject to applicable Federal and State laws and ALIT policies.

Administration The IT Manager, CEO, ALIT may suspend any person from using the computing, Internet and networking facilities if after appropriate investigation that person is found to be;

- responsible for wilful physical damage to any of the computing and networking facilities;
- in possession of confidential information obtained improperly;
- In position of, or seen to be accessing material of an inappropriate or pornographic nature (this may require reporting to police);
- responsible for wilful destruction of information;
- responsible for deliberate interruption of normal services provided by the Computing Centre;

- responsible for the infringement of any patent or the breach of any copyright;
- gaining or attempting to gain unauthorised access to accounts and passwords;
- gaining or attempting to gain access to restricted areas without the permission;
- responsible for inappropriate use of the facilities.

#### Procedures

Procedures are provided with the general processes.

#### Continuous Improvement

A summary of all IT educational resources and facilities related matters and concerns will be presented as a part of the Continuous Improvement Policy and Procedure at the Management Meeting for review. The purpose of this is to ensure management become aware of:

- repeat issues
- common threads relating to the compliance and quality assurance.
- (when viewed collectively) any general adverse trend that needs correcting.

#### Review Process

The policy will be reviewed annually by the CEO.

**Version Control:**

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