

Department of Education and Training Victoria

For all staff (central, regional and school-based). It is applicable to all users of Department of Education and Training information, communications and technology systems.

S202-2006 Acceptable Use Policy for DE&T ICT Systems

Main Points

- The Department is committed to providing safe and supportive work environments where everyone is treated with respect, fairness and dignity. This requires the Department to ensure that the safety, security, health and wellbeing of all employees, students, parents and visitors in all DE&T workplaces are protected. An integral part of honouring this commitment is ensuring that DE&T ICT systems are used legally, ethically and consistently with the aims, values and objectives of DE&T.
- Accordingly, I am pleased to be sending all staff a link to the Department's revised ***Acceptable Use Policy for Department of Education and Training Information, Communications and Technology (ICT) Systems***.
<http://www.det.vic.gov.au/det/resources/acceptable-use.htm>
- Importantly, the revised Acceptable Use Policy makes it clear that DE&T ICT systems are not to be used for inappropriate activities for example, pornography, fraud, defamation, breach of copyright, unlawful discrimination or vilification, sexual harassment, stalking, illegal activity and privacy violations.
- The revised Acceptable Use Policy is being issued to all staff with the strong message that DE&T will not tolerate inappropriate use of its ICT systems. A breach of this policy may constitute serious misconduct which may result in **termination** of employment.

Actions Required:

- Principals, regional directors and line managers should ensure that all staff are aware of the new policy and understand that serious consequences, including termination of employment, may apply to breaches of the policy.
- Principals, regional directors and line managers should ensure that a hard copy of the new policy is posted on a communal noticeboard in the staff room (or other appropriate area) within the workplace.

Actions Required (cont):

- ICT systems builders and maintenance technicians should ensure that the start-up message on all non-student computers owned by DE&T, including notebooks, is amended to reflect the updated policy. Start-up messages on all computers should be worded as follows:

“NOTICE TO USERS

This computer network is the property of the Department of Education & Training and is for authorised use only.

The use of the network is monitored.

Your access to or use of this network is subject to your compliance with the DE&T Acceptable Use Policy for Information, Communications and Technology (ICT) Systems and requirements of information privacy laws.

The complete policy may be read at: <http://www.det.vic.gov.au/det/resources/acceptable-use.htm>

Unauthorised or improper use of this network may result in disciplinary action, including termination, and/or civil or criminal penalties.”

Critical Dates:

- This revised policy takes effect immediately.

Additional Information:

- The Department’s Information, Communications and Technology (‘ICT’) systems provide an invaluable resource to staff in schools and in regional and central offices. Given the widespread use of ICT across the Department, it is important for all staff to be aware of their obligations and responsibilities in relation to the ICT systems and equipment owned and operated by the Department.
- The purpose of the revised policy is:
 - to ensure that all use of the Department of Education & Training’s Information, Communications and Technology (**ICT**) systems is legal, ethical and consistent with the aims, values and objectives of DE&T; and
 - to ensure that the Department’s ICT systems are properly and efficiently used.
- If you have any questions about the Acceptable Use Policy, please ask your principal or line manager.

Grant Hehir
Secretary