Access and Usage of Resources Policy

Policy Owner	CEO
Approving Authority	Governing Council
Implementation Responsibility	Academic Dean
Effective Date	27/08/2021
Review Date	TBA
Current Status	Version 1.0

1. Purpose

The Access and Usage of Resources Policy sets out guidelines for the responsible and acceptable use of Sydney Polytechnic Institute (SPI) resources and services, whether it be physical or digital.

2. Scope

This Policy applies to all SPI staff, students, affiliates and any person with authorised access to SPI services and resources. Resources include all physical and digital information, software or hardware that is owned, stored and/or operated by SPI.

3. Definitions

Email refers to the official SPI email address and account provided upon enrolment or employment. Email accounts which are server-based are able to send, receive and access emails made within and outside of the SPI network.

Hardware refers to physical items owned, stored, collected or used on behalf of SPI for operational, research or educational purposes. This includes any equipment found on the SPI campus, including classrooms, the library, offices, common areas and laboratories.

Internet refers to the network through which information and data is communicated and shared across computers. Access to the internet is provided by SPI wirelessly through a Local Area Network (LAN) and Virtual Private Network (VPN).

Resources refer to any software, information or hardware, as well as access and authorization to access such items. This is provided by SPI to staff, students or affiliates depending on their role and duties.

Services refer to any physical, digital, administrative or support facilities provided by SPI.

Software refers to any digital applications or programs such as Microsoft Office, virus protection software or Moodle, as well as any other software provided by SPI.

User refers to any employed staff and enrolled students as well as any affiliates or visitors with access privileges to software, hardware or data provided by SPI.

4. Principles

4.1 SPI understands that the provision of some resources is necessary for users in their work, educational, administrative or research. Resources provided by SPI to users depend on their role and circumstance. This may include, but is not limited to:

- Computers (ie. Desktop, Laptops, High-Performance Computers)
- Projectors
- Tablets and mobile devices
- Photocopier/printer
- Displays, monitors and televisions
- Furniture
- Access to the Internet (LAN and wireless)
- Data storage, both LAN and cloud-based
- Access to online journals and other resources
- The library, digital and physical textbooks
- Email access and accounts
- Software
- Other devices (e.g., VR device) provided as necessary according to teaching, learning or research needs

4.2 Appropriate and acceptable conduct involves the use of resources solely by employees or contractors as part of their professional duties at SPI, as well as by enrolled students for activities related to their studies. Without exception, no resources are to be used to facilitate or as part of an act that violates any SPI policies or procedures, State, Commonwealth or local laws.

4.3 As per the Facilities and Resources Plan, SPI provides IT infrastructure for staff and students that includes computer facilities with state-of-the-art hardware and software. Students can access the internet with their laptops via free WIFI.

SPI has an online learning system – Moodle that provides a valued e-learning system for students and they can access all learning materials, submit assignments, and undertake webchat with peers and lecturers. Industry-standard security systems and protocols are in place for these software systems.

4.4 In certain circumstances, resources may be used for personal purposes, such as for recreation. However, limits to use still apply and SPI resources must not be used for:

- The access, creation or distribution of:
  - Sexually explicit material.
  - Hate speech, explicit or offensive material.
  - Materials related to or encouraging violence, terrorism, crime, drug abuse or antisocial behaviours.
  - Gambling or betting services.
- Illegally access networks or websites.
- Illegal material that breaches Federal, Local or State Laws or SPI Policies and

Procedures.

- Illegal access to media, data, information, applications, software or materials.
- Harassment, intimidation, stalking, abuse, bullying, discrimination or any other antisocial behaviours.
- Inappropriate or unauthorized use of SPI email address and any other forms of SPI identification.
- The installation of malware, viruses or any other harmful software onto devices or SPI network.
- Unauthorised distribution or reproduction of SPI materials (eg. assessments, course materials, learning outcomes, etc.).

4.5 SPI resources and services must be used appropriately, in a responsible manner and consideration of the safety of the user as well as others. If there are concerns surrounding safety when using resources, do not proceed and seek assistance from SPI IT support or any other relevant staff. Additionally, users are responsible for the resources provided to them by SPI and must not damage or adversely affect the resource's ability to function during use.

4.6 SPI reserves the right to and may conduct audits to ensure compliance with this Policy. This includes access to user data, SPI accounts, personal information and monitoring technology (ie. closed-circuit television videos or CCTV) if necessary. The privacy of all users will be protected as per the SPI Privacy Policy and relevant Australian legislation.

4.7 SPI is not liable for any losses or damages as a result of the inappropriate use of resources. Serious or unlawful use of SPI resources will be reported to the relevant authorities. All users are encouraged to seek support from the relevant support services in the event of mental or physical abuse, and to report the misuse of resources to facilitate such abuse.

Notes

Related Legislations:

Copyright Act 1968
Telecommunications Act 1997

Related Documents:

SPI Non-Academic Misconduct Policy and Procedure
SPI Student Code of Conduct Policy
SPI Staff and Affiliates Code of Conduct Policy
SPI Student Support Policy
SPI Intellectual Property Policy
SPI Facilities and Resources Plan

Amendment History:

Version No.	Approved by	Effective date	Amendments
1.0	Governing Council	27/08/2021	New Policy