



BACCHUS MARSH
GRAMMAR

Bacchus Marsh Grammar Inc.

School Council Policy & Procedures

GOV.018 Information Technology Acceptable Use Policy

1 Statement of Context and Purpose

Bacchus Marsh Grammar is committed to providing electronic communication and information resources of a high quality to maximise teaching and the educational experience.

To this end, Bacchus Marsh Grammar's electronic communication and information resources need to be regulated and monitored to ensure their integrity, safety of the users and the reputation of Bacchus Marsh Grammar.

The purpose of this policy is to set out Bacchus Marsh Grammar's expectations and requirements applying to the use of electronic communication systems of the school.

2 Application

This policy applies to all employees, contractors and other authorised personnel required to perform functions on Bacchus Marsh Grammar's premises.

3 Reference Points/Background Papers

3.1 Legislation

- *Privacy Act 1988 (Cth)*;
- *Copyright Act 1968 (Cth)*;

3.2 Related Policies

- Social Media and Social Networking Policy;
- Discrimination and Harassment Policy.
- Privacy Policy & Procedure;

4 Definitions

Electronic communication and information resources includes, but is not limited to: internet, email (including school email addresses), instant messaging, voicemail, fax, all Bacchus Marsh Grammar-supplied computers and software, digital cameras, mobile phones, USB memory sticks and other storage devices.

5 Responsibilities

Bacchus Marsh Grammar's electronic communication and information resources are available for use under the conditions specified in this policy.

5.1 Etiquette and good practice

- 5.1.1 Electronic communication is rapidly replacing written communication as a primary means of communication. As such, care should be taken to ensure that the content, form, grammar and spelling of all electronic communications meet the professional standards required by Bacchus Marsh Grammar.
- 5.1.2 All users are reminded that electronic communication may not be secure, and from time to time communications may inadvertently find their way to an audience beyond that originally intended. Users must exercise caution in the transmission of messages.

- 5.1.3 Electronic communication should not be used to send any message the author would not want viewed by an outside party.
- 5.1.4 All communication, particularly communications with external parties, should contain:
- appropriate salutations;
 - sender's name and title (or 'signature block', if applicable);
 - name and contact details of Bacchus Marsh Grammar;
 - Bacchus Marsh Grammar disclaimers; and
 - courteous tone and expression.

5.2 Authorised Use

- 5.2.1 Subject to this policy, employees must use Bacchus Marsh Grammar's electronic communication and information resources for legitimate work purposes only.
- 5.2.2 Employees may use the electronic communication systems and information resources for limited personal purposes, provided that such use:
- is lawful;
 - is reasonable;
 - does not impact upon productivity or professional standards;
 - does not harass, discriminate against, intimidate, threaten or offend;
 - does not contravene this policy or any other Bacchus Marsh Grammar policy; or
 - has no negative ramification that could impact Bacchus Marsh Grammar in any matter.

5.3 Unauthorised/Prohibited Use

- 5.3.1 Bacchus Marsh Grammar electronic communication and information resources must not be used:
- for unlawful purposes;
 - to harass, discriminate against, intimidate, threaten or offend other persons;
 - breach intellectual property rights, including copyright;
 - to defame other persons;
 - to incite hatred or dislike towards other persons;
 - to view, store, forward or otherwise deal with pornographic images or material; or in any other manner that is reasonably likely to adversely impact upon Bacchus Marsh Grammar, its reputation or that of its employees or students.
 - to establish social media accounts, software accounts, memberships or equivalents, which are private in nature.

5.4 Private commercial/business communications/transactions

- 5.4.1 Electronic communication systems and information resources must not be used for commercial/business communications/transactions unless they are authorised by Bacchus Marsh Grammar.
- 5.4.2 Personal usage does not include any usage for any business, organisation or commercial purpose. For avoidance of doubt, personal banking does not constitute commercial/business usage.

5.5 Ownership

- 5.5.1 As Bacchus Marsh Grammar provides access to the electronic communications systems and information resources, the contents, as well as all material produced by it, transmitted, and received by it, is and remains the property of Bacchus Marsh Grammar.

5.6 Monitoring

- 5.6.1 Although Bacchus Marsh Grammar does not make a practice of continuously monitoring its systems, Bacchus Marsh Grammar reserves the right to monitor individual usage, including but not limited to:
- email activity;
 - access of internet websites; and
 - instant messaging.
- 5.6.2 Monitoring may occur, for example, during the course of routine audit management, during an investigation for misconduct or misuse, to respond to legal process or to fulfil obligations to third parties.

5.7 Passwords

- 5.7.1 Users are responsible for maintaining the security of any electronic account, subscription service and/or password provided by Bacchus Marsh Grammar.
- 5.7.2 Passwords should not be provided to others and should be changed regularly, at least once per term. All users are required to take appropriate precautions to prevent unauthorised access to any electronic account and/or subscription. At a minimum, this requires users:
- to log off or lock any device when it is unattended;
 - keep any portable technology such as laptops, tablets or smart phones secure including not being left unattended in a motor vehicle; and
 - refraining from disclosing password details to anyone whatsoever.

5.8 Bacchus Marsh Grammar Liability

- 5.8.1 Bacchus Marsh Grammar accepts no responsibility or liability for:
- loss of damage or consequential loss or damage arising from personal use of Bacchus Marsh Grammar's electronic communication and information resources;
 - loss of data or interference with personal files arising from Bacchus Marsh Grammar's maintenance of information technology resources.

6 Consequences of a Breach of this Policy

- 6.1.1 Bacchus Marsh Grammar emphasises the need to comply with the requirements of this policy. Any employee found to be in breach of the requirements of this policy may be subject to disciplinary action, up to and including termination of employment.
- 6.1.2 Employees should refer to the Performance Management, Misconduct and Disciplinary Action Policy and Procedure.

7 Implications for practice

7.1 7.1 At Board/Principal Level

- 7.1.1 To properly implement this policy, Bacchus Marsh Grammar, the Board and/or the Principal must ensure:
- that this policy is endorsed on an annual basis;
 - that copies of this policy are made available to employees, for example on the Bacchus Marsh Grammar intranet, in physical form in the staff room and on employee bulletin notice boards;
 - that this policy is incorporated into the Board's / Principal's record of current policies;
 - that this policy is incorporated into Bacchus Marsh Grammar's induction program, to ensure that all employees are aware of the policy, have read and understood the policy, and acknowledge their commitment to comply with the policy;
 - that periodic training and refresher sessions are administered to all employees in relation to this policy.

7.2 7.2 At Other Levels

7.2.1 To properly implement this policy, all Bacchus Marsh Grammar's employees must ensure:

- that they will abide by this policy and assist Bacchus Marsh Grammar in the implementation of this policy;
- immediately notify Bacchus Marsh Grammar if the employee becomes aware of a breach of this policy.

8 Authorisation

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