

Wyndham Community and Education Centre Inc Policy and Procedure

Policy name	Computers, Internet and E-mail Policy and Procedure
Responsible person	Business Services Manager and Marketing and Technology Coordinator
Staff involved	All Staff, Students, Users
Review dates	2017
Related documents	<p><u>Legislation:</u> Occupational Health & Safety Act 2004 (Vic); Crimes Act 1958; Crimes Amendment (Bullying) Act 2011 (Vic); Charter of Human Rights and Responsibilities Act 2006; Education and Training Reform Act 2006 (Vic); Equal Opportunity Act 2010 (Vic); Privacy Act 1988 (Com); Privacy and Data Protection Act 2014 (Vic); Crimes Amendment (Protection of Children) Act 2014; Working with Children Act 2005</p> <p><u>Policies:</u> Risk Management Policy & Procedure; Records Management and Record Keeping Policy & Procedure; Privacy Policy & Procedure; Social Media Policy & Procedure; Cyber bullying Policy & Procedure; Harassment, Discrimination, Victimization, Bullying Policy & Procedure</p> <p><u>Other:</u> Risk Management Plan; Marketing & Technology Job Description; Code of Ethics; Codes of Conduct; General Information for Participants; VCAL Computer, E-Mail and Internet Usage Contract.</p>

Policy Context

This policy and procedure sets out the guidelines for acceptable use of the computer network, including internet and email by employees, students, volunteers and members of Wyndham Community and Education Centre Inc. The primary purpose for which access is provided is to carry out the duties of employment or training.

This Policy covers the following broad areas:

- electronic file management and storage;
- acceptable use of computers, internet, email and social networking sites;
- access to computer files;
- email and internet etiquette; and,
- maintenance of computer systems.

General Policy Guidelines

Electronic File Management and Storage: Information held on a computer or on one Wyndham Community and Education Centre's (Wyndham CEC) servers, needs to be managed in a similar way to hard copy filing systems. This includes naming documents, storing documents appropriately, data back-ups and archiving information. All employees with a domain logon have their files stored and backed up. It is important to report any accidental deletions or missing documents or folders immediately to IT Support: ITSupport@wyndhamcec.org.au

Failure to do so may result in data being irretrievable from Wyndham CEC's backups. Server backups occur twice a day. Backups are transferred to one of three external hard drives. The

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Wyndham Community and Education Centre Inc Policy and Procedure

external hard drives are rotated on a daily basis, ensuring we have at least three versions of backup to revert to if needed.

All employees will receive a copy of this policy and procedure on employment or at induction. It is also available on the website at www.wyndhamcec.org.au and on SharePoint via your allocated logon.

Acceptable use of Computers, Internet, Email and Social Networking sites:

All employees, volunteers, students, users and members accessing computer facilities at Wyndham CEC or owned by Wyndham CEC, should do so in an ethical and lawful manner.

Unacceptable use includes:

- creating and exchanging messages that are offensive, harassing, obscene or threatening;
- accessing unauthorised or illegal websites;
- accessing any material that is fraudulent, discriminatory, threatening, bullying, racist or sexually explicit or otherwise inappropriate or unlawful.
- creating, storing or exchanging information in violation of copyright laws;
- exchanging or advertising work related information via social networking sites such as Facebook without approval (see Social Media Policy); and,
- wilful damage of computer or computer related equipment.

Any illegal activities will be reported to police.

Access to Computer Files: As part of its Risk Management strategy, Wyndham CEC implements a system of different levels of access to information (see Records Management and Record Keeping Policy & Procedure). Only the CEO and Service Unit Managers have access to each other's electronic files. Employees issued with a computer log in and password should under no circumstances share these details with anyone, either internal or external to Wyndham CEC. If a password has been compromised, IT Support must be informed immediately to have the password reset.

Email Etiquette: Email messages should be answered in a timely manner and should not contain any offensive material. Emails should be signed off with your name. For consistency, personalised signatures are not to be created and used; uniform signatures will be produced automatically by the email server. No spam email should be intentionally perpetrated.

Internet Etiquette: Use of the Internet for private or personal use during working hours should be kept to a minimum. This includes the use of social networking sites such as Facebook. Employees are cautioned about posting messages or information that refer to work, work related matters or fellow colleagues on social networking sites that may not be appropriate or which may be deemed offensive. The Social Media Policy & Procedure should be read in conjunction with this Policy for further information and guidelines.

Maintenance of Computer Systems: All necessary precautions are to be taken to protect the organization from computer failure, such as virus control measures, regular maintenance and updating of all computer hardware and software. No illegal software is to be loaded onto the computers of the organisation. All reasonable security measures are to be taken to ensure the safety

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Wyndham Community and Education Centre Inc

Policy and Procedure

of computer and associated equipment. Wyndham CEC will employ IT qualified staff to ensure the safety and security of all electronic files.

Procedures

Reporting of computer and computer related equipment issues

Computer and computer related equipment issues at Synnot St are to be reported to VCAL Administration, once reported basic troubleshooting will be performed. If basic troubleshooting does not achieve a positive result the issue is to be reported to IT Support at ITSupport@wyndhamcec.org.au.

Computer and computer related equipment issues at Wyndham Park Primary School (WPPS) are to be reported to the reception area on site.

Computer and computer related equipment issues at Princes Highway, Jellicoe St and Duncans Rd should be reported to IT Support at ITSupport@wyndhamcec.org.au

Software updates and new software installs

Due to the potential time requirements involved to upgrade or install new software all requests for new or updated software must be directed through your Service Unit Manager for tabling at the next management meeting

Guidelines for Teachers, Trainers and students in the use of computers and the internet in the classroom:

Computers and the internet provide opportunities to enhance the student learning experience by providing access to global information and resources to assist with student learning outcomes.

Use of Wyndham CEC computers and internet resources are intended for learning and research. Responsible use of these resources by students, with guidance from teaching staff, will provide a secure and safe learning environment.

Students using Wyndham CEC computers and the internet have the responsibility to report inappropriate behaviour to their teachers or trainers. Students must abide by this policy and its guidelines.

All usage of computer rooms will be monitored; computer rooms located at 4 Synnot St are additionally monitored by security cameras.

Teachers will ensure that:

- students do not save anything to the Hard Disk Drive. They should save to the Student Server, their own logon where allocated, or a USB;
- any problems with computers are to be reported as per the **Reporting of computer and computer related equipment issues** above;

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Wyndham Community and Education Centre Inc Policy and Procedure

- any student found accessing any material that is fraudulent, discriminatory, threatening, bullying, racist, sexually explicit or otherwise inappropriate or unlawful are reported to management;
- anyone found performing malicious activities are reported to management;
- anyone found wilfully damaging computer or computer related equipment, are reported to management;
- all students are aware of this policy at enrolment and induction;
- all students in youth programs including VCAL sign the Computer, E-Mail and Internet Usage Contract at enrolment

Students will ensure that:

- they report any computer problems to the teacher or trainer present;
- no settings for virus protection, spam or filtering that have been applied are disabled or bypassed;
- computer and the internet usage is related to learning;
- no chain letters or email hoaxes will be forwarded knowingly;
- no viruses will be forwarded knowingly;
- no inappropriate or unlawful material is sent or published, including offensive, abusive, racist, sexually explicit or discriminatory comments;
- no threatening, bullying or harassing behaviour occurs;
- no defamatory information about a person or the organisation occurs;
- they report any internet site accessed that is considered inappropriate;
- ensure privacy and confidentiality are maintained;
- they don't plagiarise information or fail to acknowledge sources used in their work.

Students will be aware that:

- they are held responsible for their actions while using computers and internet at Wyndham CEC;
- the misuse of internet and computer equipment may result in disciplinary action which includes, but is not limited to, the withdrawal of access;
- they could be held accountable and responsible for wilful damage to computer equipment and any associated costs;
- their emails are archived and their web browsing is logged;
- personal or sensitive information in emails or on websites, could be used as records in investigations, court proceedings or for other legal reasons;
- computer rooms located at Synnot St are monitored by security cameras;
- student computers reset on restart, as such all work saved locally to a computer will be deleted on restart;
- any illegal activity will be reported.

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