AFTRS
Australian Film Television and Radio School

ICT ACCEPTABLE USE POLICY

1 Purpose

This Policy provides the framework for the use and the security of AFTRS' Information and Communications Technology (ICT) resources.

2 Scope

This policy applies to **all** users of ICT Resources including but not limited to AFTRS' staff and students, visiting staff, guests and contractors. It also applies to **any** use of ICT resources at any time whether on-site or remotely.

3 Policy Statement

The conditions of use for AFTRS ICT resources are stated below.

3.1 Provision of ICT Resources

AFTRS provides ICT Resources for the purposes of education, research, administration and other ancillary services. Users are granted access to ICT resources solely for these purposes and according to need.

Access to content by users under the age of 18 years will be restricted or will require consent from a parent or legal guardian as is required by relevant legislation. Access will be filtered to prevent access to Prohibited Content that must not be accessible to users under the age of 18 years.

3.2 Legal, Ethical and Responsible Use

ICT Resources must only be used in accordance with all applicable laws, regulations and codes of conduct including the AFTRS Code of Conduct and the Student Code of Conduct. This includes, but is not limited to, copyright, intellectual property, defamation, privacy, harassment, vilification, anti-discrimination legislation, contracts, civil and criminal laws.

ICT Resources must not be used to access, copy, download, store or transmit material which infringes, or is likely to infringe, copyright such as music files, movies, videos, software, images, artistic work and computer games.

ICT Resources must not be used to access, copy, download, store or transmit material that is Prohibited Content or is likely to be Prohibited Content. AFTRS applies content filtering to limit access to Prohibited Content however failure of this filtering does not reduce the user's responsibilities regarding Prohibited Content.

Under no circumstances may ICT Resources be used for, or in relation to, corrupt conduct, unauthorised personal financial or commercial gain, or for the unauthorised financial or commercial gain of a third party.

3.3 Limited Personal Use

ICT Resources are provided principally for the purposes of education and research as stated in 3.1, however limited personal use is permitted so long as such use:

- Is lawful and compliant with AFTRS policies and external legislation
- Does not interfere with productivity
- Does not hinder the work or others or interfere with the normal operations of the network

Australian Government
Australian Film Television and Radio School
ABN 19 892 732 021 Building 130 The Entertainment Quarter Moore Park NSW 2021 Australia
PO Box 2286 Strawberry Hills NSW 2012 Australia T1300 131461 or +612 9805 6611 F +612 9887 1030
aftrs.edu.au

- Does not damage the reputation of AFTRS
- Does not impose unreasonable or excessive additional costs to AFTRS

3.4 Monitoring and recording

Normal operation and management of ICT Resources includes ongoing and continuous backup, logging of activity and monitoring of usage. This includes monitoring of email, internet access and computer use. AFTRS may monitor, access, retrieve, copy, read and/or disclose any files, communications or systems information stored, or transmitted using ICT Resources. This monitoring will include individual usage and records. All monitoring is conducted in accordance with privacy laws and AFTRS privacy policy.

Access to monitoring and recorded information will be normally limited to the Technology team undertaking their normal day to day tasks as directed by General Manager, Technology.

Access by other staff to monitored or recorded information will occur by approval of General Manager, Technology, CEO or any member of the executive in conjunction with Director of People and Performance.

3.5 Email, Internet and Application security filtering and blocking

AFTRS operates a number of technology solutions to protect ICT staff and systems from spam, virus and other forms of malware and malicious content. AFTRS also uses systems to protect against loss of data and content that would be regarded by reasonable persons as being menacing, harassing or offensive.

This includes email filtering on incoming and outgoing email that will block or tag emails.

3.6 Security and Management of ICT Resources

All access to ICT Resources must be using assigned User-IDs. User are not to access ICT Resources anonymously or by using other staff members User-ID's.

Users must not attempt to circumvent, disable or otherwise interfere with or compromise the security of AFTRS networks and systems. Users must not intentionally or irresponsibly do anything that may cause damage to or interfere with the correct operation of ICT Resources.

Appropriate security protection measure should be used whenever using ICT Resources. This may include use of virus protection and security software. AFTRS may restrict access to ICT Resources if appropriate measures are not in place. The Service Desk will be able to assist to resolve any issues and restore access.

ICT Equipment, unless intended to be portable, must not be altered, added to, relocated or removed without consultation with and approval from the Technology team.

Software may only be loaded onto an AFTRS computer system in consultation with the Technology team. Only those Authorised Users granted Administration privileges, by application, may load software themselves.

3.7 Password Requirements

In all cases, passwords must meet a minimum complexity by being at least eight characters long and containing at least one lower case, one upper case, and one number or special character.

Additional requirements apply for Active Directory and other systems as determined from time to time and are enforced including:

- New passwords must be different to the previous 4 passwords; and
- After three, failed logon attempts the user account will lock and require Service Desk assistance to unlock.

3.8 Breach of policy

All users must comply with the conditions of this policy. If any user breaches the conditions of this policy AFTRS may take actions including, but not limited to, relevant disciplinary action and revoking access to part or all ICT

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Resources. Such action may be taken without notice upon reasonable suspicion to protect the integrity and security of ICT Resources.

Suspected breaches of this policy should be reported immediately with as much detail as possible to the General Manager, Technology.

4 Definitions

The following definitions apply to this policy:

- **Information & Communications Technology (ICT) Resources**: ICT Resources includes all network systems, phone (including mobile) systems, computers, software, and Internet services provided or managed by AFTRS. It extends to all current, emerging and future technologies.
- **Prohibited Content**: Prohibited Content includes all content that is, or is likely to be, classified "RC" or "X18+". For users under 18 years of age, this will include all other relevant classifications. For the avoidance of doubt, this definition will include material that is obscene, pornographic, paedophilic, discriminatory, vilifies, that promotes illegal acts, or that advocates violence.

Authorisation and Distribution

Authorisation **Date**	CEO 18 June 2018
Responsible Officer	General Manager, Technology
Contact Officer	General Manager, Technology
Effective Date	18 June 2018
Distribution	Intranet, Student policies page on AFTRS website & Moodle.
Review Date	Three years from effective date; earlier or later dependent on external factors such as legislative reform.
Current version **Supersedes**	V2.4 ICT Acceptable Use Policy v.2.3 and earlier ICT User Policy, December 2010 and earlier
Associated Documents	Codes of Conduct Copyright Act National Classification Code Broadcasting Services Act

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	Privacy Act Workplace Surveillance Act (NSW)

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