Information and Communication Systems Acceptable Use Policy

Overview

Orange International College OIC is committed to protecting their employees and students from illegal or damaging actions by individuals, either knowingly or unknowingly.

Information and Communication Systems Technology systems, including but not limited to computer equipment, software, operating systems, file storage media, communication technology and Internet Access, are the property of Orange International College Group. These systems are to be used for training and research purposes as well as limited personal communications.

Effective security is a team effort involving the participation and support of every Orange International College student/staff/contractor and visitor who utilises the facilities in our training centres. It is the responsibility of every computer user to know these guidelines, and to conduct their activities accordingly.

This policy applies to all students/staff/contractors and visitors who use Orange International College owned resources such as Computer Networks (including Internet services), Personal Computers, Loan Laptops, Ipads, Tablets and Printers/Photocopiers. (but not limited to)

Orange International College Group reserves the right to monitor all computer related activity and to assist authorities to our fullest extent should a breach of law occur.

Purpose

The purpose of this policy is to outline the acceptable use of Information Technology and Communication equipment's at Orange International College. These rules are in place to protect the equipment from damage due to Viruses and malware, or misuse, and to ensure that equipment is in good working order suitable for use by all students. Additionally, the policy's purpose is to provide a set of guidelines to reduce the risk of other student's exposure to inappropriate Internet content.

Policy

The policy items listed below provide guidelines for activities which fall into the category of unacceptable use in Orange International College.

Under no circumstances is a student/staff/contractor/visitor to engage in any activity that is illegal under local, state, federal or international law while utilising Orange International College owned resources.
The following activities are, in general, ***prohibited***:

1. Unauthorised copying of copyrighted material including, but not limited to, digitisation and distribution of photographs from magazines, books or other copyrighted sources such as copyrighted music or movies.
2. Installation of any software on desktop or laptop computers
3. Storage of personal files on computers. This includes personal photos and music files.
4. Intentional introduction of malicious programs into the network (e.g., viruses, worms, Trojan horses, etc.).

5. Use of Orange International College computing assets to actively engage in procuring or transmitting material that is in violation of sexual harassment or hostile workplace laws in the user's local jurisdiction.
6. Effecting security breaches or disruptions of network communication. Security breaches include, but are not limited to, accessing data of which the student/staff/visitor/contractor is not an intended recipient, or logging into a device, server or account that the student is not expressly authorised to access.
7. Circumventing user authentication or security of any Information Technology device, network or account.
8. Using a login account that is allocated to another student or staff member/visitor/contractor.
9. Any form of harassment via email, telephone, social media or messaging, whether through language, frequency, or size of messages.
10. Video or Audio recording of training sessions without prior permission from RTO/Academic Manager/ CEO.
11. Removal of, tampering with, or damage to, any Information Technology hardware such as (but not limited to) Computer Mice, Keyboards, Screens, PCs, Printers, Projectors, Memory devices, Networking equipment, cameras, Tablets, iPads or cables.
12. Abuse of download limitations by excessive downloading of large files for personal use or continuous streaming of media from internet sources such as Internet Radio Stations.

Online Learning Environment

Orange International College provides students/staff/contractor/visitor with access to online learning resources via the Internet and Learning Management System. In some instances, personal devices such as iPads/Tablets/Loan Laptops are provided to students to enhance their learning experience.

It is the student's/staff/contractor/visitor responsibility to ensure that portable devices assigned to them, such as iPads/Tablets/Laptops, are not damaged, lost or stolen. Any incidents relating to mistreatment of portable devices must be reported to Orange International College staff immediately.

Students/staff/contractor/visitor must secure their logins to learning systems with strong passwords and not share password information with other students/staff/contractor/visitor.

Enforcement

Sanctions by authorised staff may include:

- suspension of the student's/visitor/contractor/staff privileges;
- suspension of the student/staff/visitor/contractor.
- termination/expulsion of the student/staff/visitor/contractor;
- refusal to re-enrol the student/staff/visitor/contractor;
- civil or criminal prosecution under applicable laws.

Note that any offence associated with any security breach, pornography or insulting behaviour will be automatically classified as being of a serious nature.