

Acceptable Use Policy FAQs

March 2011

1. Who is covered by the Acceptable Use Policy (AUP)?

All Departmental employees, contractors, volunteers and other staff who use the Department's ICT resources are covered under this policy. This includes users at regional and central offices, and in schools. It also includes school council employees using the Department's ICT resources.

The AUP does **not** cover students. Schools are responsible for developing their own Acceptable Use Policies for students. For further information about Acceptable Use Policies for students, see: www.education.vic.gov.au/cybersafety

2. Does the AUP cover me when I am working from home?

Yes. It includes any use of the Department's ICT resources regardless of location.

Use of a leased notebook computer (or any other Departmental-owned devices) from home must be in accordance with the AUP. For example, accessing pornography or offensive material from home using a Departmental-owned notebook computer would constitute a breach of the AUP.

3. What are DEECD ICT resources?

All ICT systems, networks, applications and devices owned or operated by the Department such as:

- devices (ICT hardware) such as desktop and notebook computers, printers, scanners, digital cameras, USB memory sticks and mobile phones that are owned by the Department
- applications and software owned by the Department
- Departmental networks and systems, including eduMail and school-based email systems

4. Does the AUP cover internet browsing, social networking and emailing?

Yes, when these activities are carried out using Departmental-owned devices, applications, networks or systems.

The AUP covers all activities a person engages in using Departmental-owned ICT resources such as emailing, instant messaging, video and photo sharing, social networking, blogging, publishing and browsing on the internet, copying data, peer-to-peer file sharing, creating files, downloading files and printing.

Please note that illegal peer-to-peer file sharing (e.g. sharing copyright-protected works such as film and music, without authorisation from the copyright owner) must not be performed using the Department's ICT resources.

5. What are my obligations as a user of DEECD ICT resources?

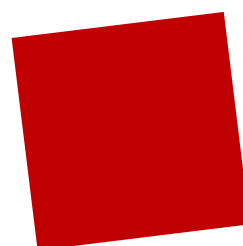
Users must use the Department's ICT resources professionally and appropriately at all times. Users should always bear in mind that Departmental ICT resources are provided to staff for business purposes and to enhance effectiveness and efficiency at work.

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The Department's ICT resources must not be used for unlawful, offensive or otherwise improper activities. For example, they must not be:

- used for material that is pornographic, hateful, racist, sexist, abusive, obscene, discriminatory, offensive or threatening
- used to stalk, bully, harass, defame or breach copyright.

6. Can I use DEECD ICT systems for personal use during my breaks?

Yes, as long as your activities are not offensive, unlawful or otherwise inappropriate. Personal use is allowed as long as it is not excessive.

7. Who can monitor my use of DEECD ICT systems?

An Authorised Person (e.g. a principal, a regional director, a deputy secretary) can monitor your use of the Department's ICT resources if they have a valid reason for doing so.

For example, an Authorised Person, in accordance with the AUP, may access your eduMail account, notebook or other Departmental computer and/or generate a log of web browsing activities if you are suspected of breaching the AUP.

The Department also monitors our ICT networks and systems on a routine basis for operational purposes. Users should be aware that all use of the Department's ICT systems is recorded for backup, support and compliance purposes.

8. What should I do if I receive an inappropriate email?

If you receive unsolicited, offensive or inappropriate material you should delete it immediately. Do not click on links or open attachments in any emails from an unnamed source or a source you do not trust.

9. What should I do if I discover inappropriate content on a DEECD computer?

If you discover inappropriate content on a Departmental computer, you should report it to your manager or principal.

10. What are the consequences for breaching this policy?

A breach of this policy will be regarded as a serious matter and appropriate action may be taken. Depending on the seriousness of the breach, termination of employment is a possible outcome.

Complaints regarding your use of DEECD ICT resources may be investigated following the DEECD [Guidelines for Managing Complaints, Misconduct and Unsatisfactory Performance](#).

For further information, please read the full version of the *Acceptable Use Policy for DEECD Information, Communications and Technology (ICT) Resources*. This summary is provided as an overview only and does not replace or override the policy.