

Policy Number	PO-09
Approval Date	22/06/2020
Implementation Date	22/06/2020
Proposed Review Date	30/04/2021

Purpose

North Melbourne Language and Learning (NMLL) provide computer classes and community access to computers on a nominal fee basis.

Scope

Information Technology (IT): the use of computers to access, and interact with, the Internet, emails, websites, online resources and social networks.

Application

This policy is based on the principle that students gain maximum benefit from an IT learning environment when:

- IT facilities are used in an ethical and responsible manner
- all individuals who use online communications are respectful of the rights of others, and
- the care of NMLL computer equipment and software is paramount.

Background

Access to Information Technology (I) can provide educational and recreational information that can enrich individual and group learning as well as community activities. This policy seeks to ensure that all individuals accessing IT at NMLL do so in a responsible, legal and ethical manner.

Policy

1. Responsibilities for users of IT at NMLL

Users must:

- take all reasonable care in using IT facilities and report any breakdowns or problems to the Reception Office
- abide by any software licensing agreements and copyright laws
- respect the physical and intellectual property of others
- use all IT facilities in an ethical and legal manner
- take responsibility for their own health by using good ergonomic practices, ensuring adequate light and taking regular breaks to avoid potential health hazards of computer use
- obtain approval from a staff member prior to inserting any disc or USB device or loading any files or programs
- pay fees for use of IT facilities according to the NMLL schedule of fees.

Users must NOT:

- use IT for activities which are inconsistent with NMLL aims, objectives and values
- have food or drink in the computer room or
- store private or personal information that they do not wish others to access
- change or delete any systems or data files belonging to other users
- use IT to access racist, sexist or pornographic material
- use IT for sending messages which are defamatory, derogatory, harassing, pornographic or contain confidential information about a member of the community
- use IT for cyber-bullying
- use IT for the purpose of advertising or political lobbying
- use IT to infiltrate another computer/computer system.

2. Responsibilities for NMLL as the provider of IT

NMLL will:

- organise computer access and usage appropriate to the smooth running of NMLL activities, and set appropriate fees for use
- manage the booking system to allow access to all interested
- ensure that the computers are located in an area that is visible to others and with appropriate security
- ensure that the computers have appropriate anti-virus protection and firewalls and that these are kept up to date
- ensure that users are informed of the IT policy and copies of the policy are displayed near all computers
- provide information on good practice tips for health and safety in the use of IT (as part of computer classes, with diagrams and notices located near computers)
- provide appropriate backup for files created
- determine and implement clean up protocols and procedures for deletion of emails and files
- as considered necessary, use filters to block access to undesirable material on the Internet
- exclude users who do not take due care of the computer equipment and software, do not respect the physical or intellectual property of others or who use IT in an unethical or illegal manner.

3. Implementation of policy

Personnel

- The Education and Compliance Coordinator has oversight for the use of computers and is responsible for daily maintenance and dealing with any minor problems.
- The IT Maintenance & Support contractor is responsible for regular servicing and other problems.

Bookings

- Scheduled classes have priority.
- Enquiries for occasional use by student can be arranged via Reception.
- Enquiries for occasional use by members of the community can be arranged via Reception.

Related Procedure/s or other Quality Documents

- Student Handbook: hard copy or on the NMLL web site
- Code of Conduct Policy
- Complaints Policy (Staff and Students)
- Privacy policy on the NMLL web site

APPROVAL AND REVIEW

Approved By: Mark O'Neil
Position: Chairman
Effective Date: 22/06/2020
Review Date: 30/04/2021
Policy Owner: Mark O'Neil

Amendments

Version	Date	Author	Change Description
V1	8 May 2006	Unknown	Initial Policy
V2	13 August 2010		Policy reviewed
V3	March 2016		Information Technology Policy
V4	22/6/2020	Cliff Rundle	Added the words to racist, and sexist to section 1 dot point 5.