

IT Resources and Online Conduct Policy

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Approved by	Corporate Governance Board
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Purpose

With modern technology playing a significant role in improving the quality of higher education all around the world, it is becoming increasingly necessary for Sydney Institute of Higher Education (SI) to maintain a sound IT infrastructure. With the use of IT resources, educators are able to implement increasingly creative means of learning and teaching, and students can access academic resources faster than ever before. These technologies also introduce new challenges and it is imperative that SI preserves the safety and security of students and staff in online spaces.

The purpose of the *IT Resources and Online Conduct Policy* is to outline the IT services and facilities made available by SI for the purposes of education, research, and administration, as well as SI's policy on further acquisitions of IT infrastructure. This policy also establishes guidelines for use of SI's IT services and facilities and introduces the disciplinary measures that may be imposed upon those who violate the rules and guidelines outlined.

Scope

This policy applies to all students and staff of SI.

Principles

IT infrastructure and resources will be developed in reference to the needs of each unique student cohort.

SI is committed to providing:

- IT resources necessary for the successful delivery of each program of study and relevant to the achievement of stated program learning outcomes
- Full access to IT resources for academic students and staff as an appropriate level to support their research activities
- IT resources to all students and staff with no barriers to access
- An efficient administrative system using IT resources
- Reliable, and high-speed internet to all students and staff for academic and administrative purposes

It is the responsibility of SI to maintain all IT facilities on campus and ensure that these facilities are

updated or replaced when necessary to keep up with developments in technology, education, and industry.

Students and staff are encouraged to use SI's IT resources in a way that aligns with the goals and values of SI. Users of SI IT resources are responsible for their behaviour.

SI is committed to fostering a safe and secure environment for all students and staff, and expects the online behaviour of SI students and staff to reflect this.

SI permits usage of internet in moderation for recreational purposes, provided that the use of internet is responsible and legal. All students and staff are to use the IT facilities in a lawful, ethical, and responsible manner.

Disciplinary measures may be imposed upon those who violate the rules and guidelines outlined within this policy.

Procedures

IT Facilities

Under the principles above, SI will ensure that the necessary IT infrastructure is in place to support the delivery of education, academic research, and administrative operations. This will include the following:

- On-campus wireless internet
- Teaching and learning spaces fully equipped with up-to-date facilities
- Learning resource centres and library spaces
- The use of online information resources subscribed to by SI, such as journals, databases, periodicals, books, examination papers, reports, and book reviews
- Computer labs and other technical facilities
- Meeting rooms and extracurricular areas with computer access

IT Systems

In addition to facilities, it is also integral that SI maintains efficient and up to date IT services that assist in the administrative and academic operations of the SI.

SI's IT Coordinator, in consultation with the *Academic and Corporate Governance Boards*, will be responsible for determining which IT systems are most appropriate for SI to use. The IT Coordinator will also be tasked with the maintenance/updating of IT systems used by SI.

IT systems within SI will be utilised for the purposes outlined below.

Information storage and access

Staff and student information will be stored in SI's IT systems. All data stored within SI's IT systems will be protected in accordance with the appropriate level of confidentiality. This allows SI students and staff to access required information securely. For more information please refer to the *Data and Records Integrity Policy*.

Program progression

IT services that affect or support program progression activities, for example, the Learning Management System (LMS), email accounts and e-library, must be available for students to access at all hours, with reasonable exceptions for maintenance.

Programs that utilise IT services will be approved only if SI is able to provide sufficient IT services.

Data Analytics

SI's IT systems will be constantly reviewed and the information gained will be utilised to improve upon academic and administrative operations. Academic data that will be analysed includes:

- Mark distribution
- Class attendance
- Work submission

Administrative data that will be analysed includes:

- Enrolment numbers
- Fee payments
- Staff absences

Information for students

IT resources play a central role in communicating key information to students. Additionally, students must be given comprehensive information on accessing SI IT resources in a safe and secure manner.

Review and acquisition

IT infrastructure acquisitions will be carefully planned, implemented, and reviewed by the *Corporate Governance Board*, taking advice from relevant positions and committees.

The budget for IT infrastructure acquisition and investment is set by the *Corporate Governance Board*. IT infrastructure acquisitions must be made in accordance with the limits of authority defined in the *Delegations Register*.

The *Corporate Governance Board* remains accountable for the decisions made by its delegations of authority and must exercise appropriate oversight.

Proposals for the acquisition of additional resources should be submitted to the relevant members of the *Executive Management Team*, usually the President. Proposals should include a rationale for the investment, including evidence where available. Proposals will be considered and approved based on the level of expenditure proposed according to the *Delegations Register*.

The IT Coordinator will consider and respond to the request within 10 working days and revise where appropriate. The request will then be forwarded to the *Corporate Governance Board* for approval. The outcome will be submitted to the staff member making the request within three working days thereafter.

Access

All IT resources are accessible to students at no cost, and will be monitored to ensure all students have full access, including students with any special needs.

The LMS will be:

- available for use by students at all times, with reasonable exceptions for maintenance.
- designed for maximum accessibility in accordance with best practice for web content
- regularly updated to ensure accuracy and relevance of information.

All students and staff will have access to training and support regarding usage of IT infrastructure, particularly the LMS. For staff this will be integrated into professional development activities. Students will receive periodic scheduled training, including at orientation, and may request assistance and additional training at any time.

Quota of internet usage

Students are permitted to use the internet for recreational purposes. However, students must remain aware that they have an internet usage quota.

All students will be allocated a quota per semester, whereupon this quota is reached, SI will have the right to cap the student's internet usage and or impose a charge for additional internet usage.

Online misconduct

SI has deemed the following to be inappropriate usage of the internet, and may impose disciplinary consequences upon those who commit the following whilst using SI's internet:

- Gaining unauthorised access to accounts belonging to SI, or external organisations
- Sharing unique SI login details with others
- Peer to peer file-sharing; use of file-sharing programs such as Bittorrent or U-Torrent
- Illegal activity; conducting activities that have been deemed illegal through legislation
- Activity that, in addition to contravening Australian law, goes against SI values, codes of conduct, and policies
- Viewing pornography
- Playing games (unless the game is part of a student's program progression)

SI reserves the right to monitor usage of its internet by students and staff, in order to ensure that no violation of this policy occurs. The IT Coordinator will be responsible for monitoring and ensuring that safe and responsible usage of internet is exercised throughout the campus.

All members of the SI community are strongly encouraged to report any instances of online misconduct.

Preventing online misconduct

In an effort to prevent the occurrence of the activities listed above, SI may make certain websites inaccessible via SI's internet. If a student or staff member believes a website shouldn't be blocked, they may submit a request to unblock the website to SI's IT Coordinator.

The rules and guidelines for responsible online usage will be communicated to students via the methods outlined in the *SI Information for Students Policy*.

Students and staff must agree to use SI's internet in accordance with the rules set out in this policy before access to SI's internet is granted.

Disciplinary measures

Students and staff who violate the internet usage rules set out in this policy may be subject to the following disciplinary measures:

- Suspension of internet access privileges
- Full time monitored internet usage
- Suspension or demotion
- Expulsion or termination of employment contract

If a staff member or student has committed an illegal offence online, whilst using SI's internet, they will be reported to the relevant authorities and legal action may be taken.

Policy Implementation and Monitoring

The *Corporate Governance Board* delegates responsibility for the day-to-day implementation of this policy to the [IT Coordinator](#).

Definitions

Information technology (IT) services: the digital systems used for storing, retrieving, and exchanging information. Education IT services include online learning management systems, e-libraries and e-catalogues, student cards, student emails and passwords, on-campus computers and printers.

Learning Management System (LMS): A system that is utilised for the delivery of programs at SI.

Library services: the collection of hardcopy and online resources of data and learning material available through the SI library service for the use of students and staff.

Online resources: Services the SI provides its students and staff that are accessible via the Internet. These services include communicative services such as email and messaging services, and academic services, such as online learning hubs, academic databases and library catalogues.

Student portal: the online login access point for SI students to access the learning management system, student email and library resources.

Suspension: The barring of a student from attending SI for a specified period of time. During a period of suspension, a student's enrolment at SI will be terminated and they must not access SI services. A student may not enrol in other higher education courses while suspended. Upon the completion of the specified period of time, the suspended student has the right to resume their program.

SI Community: Consists of staff, students and other stakeholders of SI.

Review schedule

This policy will be reviewed by the *Corporate Governance Board* every three years.

Version History				
Version number:	Approved by:	Approval date:	Revision notes:	Next review date:
1	Corporate Governance Board	13/11/2017		13/11/2020

▲ Related Documents

↗ Anti-Discrimination Policy
↗ Data and Records Integrity Policy
↗ Information For Students Policy
↗ Learning and Teaching Policy
↗ Library and Information Resources Policy
↗ Orientation Program Policy
↗ Delegations Register

End of document: "IT Resources and Online Conduct Policy"

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