

POLICY: IT Acceptable Use

1. PURPOSE

The purpose of this policy is to describe Brisbane Catholic Education's (BCE) standards of acceptable use of BCE's information technology (IT) resources, including facilities, information, systems, networks and devices.

This policy must be read in conjunction with: Information Security policy; Privacy policy; Records Management policy; and Catholic Education Archdiocese of Brisbane Code of Conduct.

2. RATIONALE

The use of IT resources enables BCE to meet its business objectives. If IT resources are used in an unacceptable manner, this may result in exposure to security threats, potential non-compliance with law or reputational damage to BCE.

3. POLICY STATEMENT

This policy defines the acceptable use of BCE's IT resources to minimise the risk of a security incident resulting from the misuse of these resources.

To ensure the safety and security of users, BCE monitors use of IT equipment, including internet use. Non-compliance with this policy may result in disciplinary action, up to and including termination of employment.

This policy applies to all access to BCE data and systems and to all users, including employees, contractors, volunteers, students, parents, and guardians.

4. PRINCIPLES

Acceptable use of BCE's IT resources is achieved through the following principles:

- ethical: IT resources are used for legitimate, work-related purposes and minimal personal use
- responsible: IT resources must not be used to access or store illegal, offensive or inappropriate material or to cause harm or to offend
- lawful: IT resources must be used in conformity with law and BCE requirements
- compliance: IT resources must be used in a way that meets due diligence requirements and complies with standards and procedures. This includes systems and applications used in schools.

5. REFERENCES

- Catholic Education Archdiocese of Brisbane Code of Conduct
- Information Security policy
- Privacy policy
- Records Management policy.