

Information and Communications Technology Policy

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Purpose

This Policy sets out the rules governing student use of information and communications technology (ICT) at Australia Institute of Future Education (AIFE).

Scope

This Policy applies to:

- AIFE students, and
- Information technology and tools made available to students, such as email account, the student portal, learning management system and online library collection.

Policy

Statement

AIFE will deliver its courses in a safe, respectful and cooperative learning environment.

Students will be granted access to IT systems and resources (e.g. access to Cloud Campus) to support their studies.

The privacy, availability, integrity, security, safety, and usability of AIFE's ICT systems and resources will be protected.

Students are expected to use AIFE's ICT systems and resources in a responsible, safe, and lawful manner.

Principles

The following principles apply to the use of AIFE's ICT systems and resources:

- **Proper purpose** | Students should use ICT systems and resources for the purpose of their studies. Use for personal purposes should be limited
- **Responsible use** | AIFE's ICT systems and resources should be used responsibly and not be interfered with. If the ICT systems and resources are not functioning properly, students should report this to the relevant staff
- **Safety** | Students must not pose a risk to their own safety, or those of others, while using AIFE's ICT systems and resources, or those of AIFE's partner institutions. This includes not downloading, uploading, or publishing harmful content, and protecting their own, and others', privacy
- **Security** |
 - Students must not compromise the security of ICT systems and resources by downloading, uploading, or using unauthorised software.
 - Students must protect their access details from others, including:
 - not sharing login details with others
 - changing their password on a regular basis, and
 - seeking guidance from Student Services if they believe their access details may have been compromised

- **Lawfulness |**

- Students must not handle any unlawful material. This includes not downloading, uploading, or publishing illegal content
- Students must not breach intellectual property rights by downloading, uploading or using illegally sourced software or content.

ICT Risk Management

During orientation, students will be provided with guidance on the appropriate and safe use of AIFE ICT systems and resources, including ensuring students are aware of the content of this Policy.

If there has been a breach of the Principles outlined above, AIFE may suspend or cancel the student's access to the ICT systems and resources.

AIFE will provide students with training and support in the use of AIFE's ICT systems and resources, including an introduction on AIFE's learning management system, Cloud Campus, and student portal.

Monitoring and Improvement

AIFE will collect data on student feedback about their use of AIFE's ICT systems and resources, including security and integrity of the system, and their usability.

Feedback will be used to improve the ICT systems and resources for students.

Appeal

A student, whose enrolment was suspended or cancelled as a result of a suspected breach of the principles in this Policy, may appeal against this decision under the *Student Appeals Policy and Procedure*.

Responsibilities

Students are responsible for:

- Abiding by the principles set out in this Policy, and
- reporting any online incident to the relevant staff.

Definitions

There are no definitions in this Policy.

Version History

Version #	Changes	Approval Body	Approval Date
1.0	New policy	Board of Directors	08 August 2022

Additional Information

Policy Status	Approved
Policy Owner	CEO

Next Review Date	3 years from Approval Date
Related Internal Documents	Student Appeals Policy and Procedure
Higher Education Standards Framework (Threshold Standards) 2022	Standards 2.3.4, 3.3.2, 3.3.3, 5.3.5, 7.2.2, 7.3.3
Other legislative or regulatory instruments	Not applicable

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