Policy

Internet Access and Use

Please note this policy is mandatory and staff are required to adhere to the content

Summary

DECD staff must use the Internet in an appropriate and professional manner, and in accordance with the ethical standards expected from DECD staff. This policy must be read in conjunction with the DECD Policy – ICT Security.

Table 1 - Document details

Publication date	February 2011
Review date	January 2014
Related legislation/applicable section of legislation	
Related policies, procedures, guidelines, standards, frameworks	
Replaces	
Policy officer (position)	Manager, ICT Assurance
Policy officer (phone)	8226 4375
Policy sponsor (position)	Assistant Director, ICT Strategy & Relationships
Executive director responsible (position and office)	Executive Director, Infrastructure
Applies to	All DECD Employees
Key words	Internet Access and Use
Status	Approved
Approved by	Executive Director, Infrastructure
Approval date	February 2011
Version	

Table 2 - Revision record

Date	Version	Revision description

Government of South Australia
Department for Education and
Child Development

Table of Contents

1. Title

Internet Access and Use

2. Purpose

DECD staff must use the Internet in an appropriate and professional manner, and in accordance with the ethical standards expected from DECD staff. This policy must be read in conjunction with the DECD Policy – ICT Security.

3. Scope

This policy applies to DECD staff

4. Policy detail

Copyright

Staff must respect the copyright and licensing laws with respect to software, information and other materials retrieved from the Internet.

Information Release on the Internet

The Internet is an open, non-secure data carrier. The classification and sensitivity of information communicated or published on the Internet must be considered and appropriate measures taken to protect such information. Any release of information over the Internet must be in accordance with DECD and whole of government policies and procedures.

Internet/Intranet Communications

Posting of DECD information to Internet web pages, news groups, web-based forums, etc must be consistent with DECD presentation standards, and approved by the appropriate Principal or Preschool Director (for schools and preschools), or Director (for other sites). Refer to the DECD Standards – School/Preschool Websites for more information.

Internet Commerce

DECD staff must comply with approved delegations in the acquisition of products over the Internet. Care should be taken to only purchase from organisations that utilise appropriate security measures in their Internet commerce sites. Refer to the Australian Competition and Consumer Commission's Online Shopping Checklist for additional guidance.

User Interference

Interference or disruption to other networked or shared-system users, services or equipment will not be tolerated. Interference or disruption includes, but is not limited to:

- distribution of unsolicited advertising or commercial electronic messages

- distribution of electronic "chain letters"

- distribution of offensive or harassing material

- propagation of any form of malicious software (viruses, worms, etc)

- use of the network to make unauthorised entry into other information systems, communications devices or resources.

Primary Usage

Access to the Internet is to be used primarily for DECD related business purposes, eg communications related to DECD business, authorised professional development and activities related to a person's duties.

Personal Usage

Limited non-business related use of the Internet is permitted consistent with the Code of Ethics for South Australian Public Sector Employees. Personal usage, if subjected to public scrutiny, must not cause embarrassment or concern to DECD. Refer to the DECD Guideline – Practical Guide for the use of email and the Internet

Unacceptable Usage

Unacceptable usage includes, but is not limited to:

- Postings for non-business related reasons

- Accessing of malicious, offensive or harassing material

- Use for personal financial gain

- Use of non-approved file sharing technologies

- Use for non-business related streaming audio or video

- Use for religious or political lobbying

- Downloading or sharing of non-business material

Monitoring of Usage

DECD reserves the right to record and monitor Internet usage, for the purposes of managing system performance, monitoring compliance with policies, or as part of disciplinary or other investigations.

Internet Security

Refer to the DECD Policy – ICT Security for details on DECD policies as they relate to the security of the Internet.

Non-compliance

Violations of this policy, depending on severity and nature, may result in reprimand, loss of Internet access privileges or termination of employment.

5. Roles and responsibilities

Table 2 - Roles and responsibilities

Role	Authority/responsibility for

6. Monitoring, evaluation and review

7. Definitions and abbreviations

Table 3 - Definitions and abbreviations

Term	Meaning

8. Supporting documents

The following documents are relevant and should be read in conjunction with this policy:

- Australian Competition and Consumer Commission's Online shopping checklist: http://www.accc.gov.au/content/index.phtml/itemId/85568/fromItemId/8135

Whole of Government Policies and Guidelines

- Code of Ethics for the South Australian Public Sector

State and Commonwealth Acts

- The Copyright Act 1968

- The Copyright Amendment (Digital Agenda) Act 2000

DECD Policies, Guidelines and Standards

- DECD Policy – ICT Security

- DECD Policy – Electronic Mail Access and Use

- DECD Guideline – Practical Guide for the use of email and the Internet

- DECD Standards – School/Preschool Websites

9. References

N/A

Appendix

N/A