EAST PRESTON ISLAMIC COLLEGE

ELECTRONIC

COMMUNICATIONS

POLICY

1. PURPOSE

The purpose of this Policy is to ensure the proper use of East Preston Islamic College's electronic communication systems by College staff and students for their intended purposes without infringing legal requirements, College policies or creating unnecessary business risk.

2. INTRODUCTION

This Policy is fundamental to sound risk management. The College is required to regulate use of Internet and E-mail so that College staff and students have a safe working environment and the College is protected from commercial harm and exposure to liability. To achieve this, electronic messages sent, received, forwarded or transmitted may from time to time be subject to monitoring or retrieval.

Users should be aware that, although there are access passwords and the like, there is general "insecurity" for communications via Internet and E-mail. Electronic communications, even if expressed to be confidential, may have to be disclosed in court proceedings or in investigations by competition authorities and regulatory bodies or in response to a Freedom of Information application.

This Policy applies to all staff members and students of East Preston Islamic College.

3. RESPONSIBILITY

3.1. East Preston Islamic College makes this Policy in accordance with Section 107(2)(f) of the Local Government Act 1999 and Section 19 of the Occupational Health, Safety and Welfare Act 1986 regarding the provision of a safe working environment.

This Policy is also made to ensure that permitted use of College's electronic communication facilities is consistent with other relevant laws, policies and practices regulating:

- copyright breaches and patent materials legislation;

- anti-discrimination legislation;

- the Spam Act 2003;

- practices regulating discriminatory speech and the distribution of illicit and

- offensive materials, particularly those that are sexual or pornographic in nature.

3.2. The Principal and Vice Principal are responsible for enforcing this policy.

4. PRINCIPLES

Electronic communication facilities such as telephones, Internet and E-mail are College resources provided for the purpose of assisting College staff in the proper discharge and performance of their functions and duties.

College staff must be efficient, economical and ethical in their use and management of College resources.

All rules that apply to use and access of electronic communication facilities throughout this Policy apply equally to facilities owned or operated by the College wherever the facilities are located. (e.g. College mobile phone used during a school camp)

5. POLICY

East Preston Islamic College makes its electronic communication systems available to College staff and students to enable efficient sharing and exchange of information in the pursuit of the College's goals and objectives. All College staff and students have a responsibility to ensure their proper use.

5.1 Personal Use

Electronic communication facilities are primarily provided for College's educational and business use and must be used in accordance with this Policy and related procedures. Reasonable personal use of the College's electronic communication facilities is permissible. However, personal use is a privilege, which needs to be balanced in terms of operational needs. Personal use must be appropriate, lawful, efficient, proper and ethical.

Misuse can damage the College's educational image and intellectual property generally, and could result in legal proceedings being brought against both the College and the user. College staff and students reasonably suspected of abusing personal use requirements will be asked to explain such use.

5.2 Passwords and Password Confidentiality

College staff and students are not permitted to interfere with any password. Passwords should be sufficiently complex, include letters and numbers and be at least 6 characters in length. It is prohibited for anyone to:

- share their password/s with others, unless requested by IT staff;
- hack into other systems;

- read or attempt to determine other people's passwords;

- breach computer or network security measures; or

- monitor electronic files or communications of others except by explicit direction from the Principal, Vice Principal or Business Manager.

College staff and students are required to disclose their East Preston Islamic College password/s to the Principal, Vice Principal or Business Manager upon request.

5.3 Identity

No E-mail or other electronic communication may be sent which conceals or attempts to conceal the identity of the sender.

5.4 Inappropriate / Unlawful Use

The use of East Preston Islamic College's electronic communications system to make or send fraudulent, unlawful or abusive information, calls or messages is prohibited. College staff or students who receive any threatening, intimidating or harassing telephone calls or electronic messages should immediately report the incident to the Principal, Vice Principal or Business Manager.

Any College staff member or student identified as the initiator of fraudulent, unlawful or abusive calls or messages may be subject to disciplinary action and / or criminal prosecution.

The use of the College's hand held mobile phones whilst driving is an offence under the Australian Road Rules and Council will not be responsible for the payment of any fines incurred as a result of the unlawful practice.

All College staff should be aware that it is illegal to record telephone conversations, unless it is authorised under the Listening and Surveillance Devices Act 1972.

Inappropriate use includes (but is not limited to):

- use of East Preston Islamic College's electronic communications facilities to intentionally create, store, transmit, post, communicate or access any fraudulent or offensive information, data or material including pornographic or sexually explicit material, images, text or other offensive material;

- gambling activities;

- representing personal opinions as those of the College; and

- use contrary to any legislation or any College Policy.

The use of East Preston Islamic College's electronic communication facilities must NOT violate Federal or State legislation or common law. It is unlawful to transmit, communicate or access any material, which discriminates against, harasses or vilifies colleagues, students or members of the public on the grounds of:

- gender;

- pregnancy;

- age;

- race (nationality, descent or ethnic background);

- religious background;

- marital status;

- physical impairment;

- HIV status; or

- sexual preference or transgender.

5.5 Use of Internet / Web Sites

It is unacceptable to:

- intentionally download unauthorised software;

- download files containing picture images, live pictures or graphics for personal use;

- download computer games, music files or accessing web radio or TV stations; and

- visit inappropriate Web sites including chat lines / rooms, on-line gambling, sexually explicit or pornographic web sites.

East Preston Islamic College has installed appropriate filtering via it's firewall to limit access to inappropriate sites and prevent the downloading of any software or unsafe files in order to limit the possibility of harmful content entering the network.

5.6 Use of E-mail

E-mail is not to be used, either externally or internally, for:

- soliciting outside business ventures or for personal gain;

- distributing software which is inconsistent with any vendor's licence agreement; and
- unauthorised accessing of data or attempt to breach any security measures on the system or attempting to intercept any data transmissions without authorisation.

Care should be taken in responding to internal E-mails addressed to 'Everyone' as any responses sent by pressing the 'Reply to All' button will be addressed to ALL staff. As such, College staff members are advised to take care in writing emails. Individual replies should be directed to the sender using the 'Reply' button.

5.7 Security and Confidentiality

East Preston Islamic College members should be alert to the fact that sensitive or personal information conveyed through electronic communication facilities cannot be guaranteed as completely private. The potential exists for sensitive information to be read, intercepted, misdirected, traced or recorded by unauthorised persons unless it has been encoded or encrypted. Such practices are normally illegal, but there can be no expectation of privacy.

E-mail systems should not be assumed to be secure. East Preston Islamic College staff members are advised to exercise care and discretion. E-mail messages are perceived to be instant in nature and instantly disposed of. They are retained by both the recipient and the sender until specifically disposed of and then only usually into what is called a trash file. There is an additional backup which contains all messages which are sent between email accounts. This mail is periodically copied to DVD and is kept permanently.

Information regarding access to College's computer and communication systems should be considered as confidential information and not be divulged without authorisation. Users are expected to treat electronic information with the same care as they would paper-based information, which is confidential. All such information should be kept secure and used only for the purpose intended. Information should not be disclosed to any unauthorised third party. It is the responsibility of the user to report any suspected security issues.

5.8 Monitoring and Breaches

East Preston Islamic College may monitor, copy, access and disclose any information or files that are stored, processed or transmitted using College's electronic communication facilities. Such monitoring will be used for legitimate purposes only (such as legal discovery) and in accordance with any relevant legislation and/or guidelines.

The Systems Administrator will undertake periodic monitoring, auditing and other activities to ensure College staff and students' compliance with the acceptable usage of electronic communication facilities in reference to this Policy.

College staff members who violate any copyright or license agreements are acting outside the scope of their employment terms and roles respectively, and may be personally responsible for such infringements.

College staff members who do not comply with this Policy may be subject to disciplinary action, including termination of employment and / or subject to criminal or civil proceedings.

College staff should report breaches of this Policy to the Principal, Vice Principal, Business Manager or the Systems Administrator.