

Acceptable Use and Conduct for ICT Users

First Produced:	04/08/95	Authorisation:	Te Kahui Manukura
Current Version:	22/07/20	Queries:	Deputy Chief Executive, Chief Operating Officer ICT Director
Past Revisions:	06/99, 07/00, 03/01, 07/02, 11/08, 04/12, 10/03/15, 15/03/18		
Review Cycle:	3 years		
Applies From:	Immediately		

This version is reviewed as part of the review cycle.

1 Introduction

1.1 Purpose

This policy provides guidance on the proper and allowable use of the ICT facilities at Ara Ltd, and should be read in conjunction with other policies concerning appropriate conduct of staff, students and authorised visitors. Ara Ltd ICT facilities are to be used in a manner that supports the academic mission and the administrative functions of the Institution. Violation of the policy may result in the removal of access rights, probation/suspension from classes, cancellation of enrolment, or other disciplinary action.

1.2 Scope and Application

This policy applies to all staff, students and any other users of Ara Ltd ICT facilities (see Definitions, 1.4).

1.3 Formal Delegations

Under Ara Ltd Regulations Governing Probation, Suspension, and the Cancellation/Refusal of Enrolments, the ICT Director may, after discussion with the Head of Department and in consultation with the Complaints Coordinator, suspend or remove a student's access to one or more ICT services/facilities for up to five teaching days if the student's misconduct or breach of discipline is related to misuse of ICT facilities.

Infringement by staff may lead to suspension of access to ICT facilities/services or other disciplinary action in consultation with the appropriate DCE and/or Head of Department or with Chief Executive or delegate, as covered by *Resolving Staff Performance or Conduct Issues Policy*.

1.4 Definitions

- a **Ara Ltd ICT facilities:** Any computer, computer-based network, storage environment, computer peripheral, software, telephone, audio visual device or any combination thereof, owned by Ara Ltd or under the custody or control of Ara Ltd.
- b **User:** Anyone who uses Ara Ltd ICT facilities.
- c **Recreational use, as applied to students (unless part of or related to course work):**
 - i computer games
 - ii Social networking sites
 - iii Non study related emailing
 - iv Surfing the web
 - v Anything not directly related to the student's course of study

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- d **Recreational use, as applied to staff (unless part of or related to Ara Ltd work duties):**
- i Commercial or other significant personal activity not related to Ara Ltd business, including web browsing.
 - ii Playing or downloading computer games, music, videos via the internet/intranet

Related Ara Ltd Procedures	Related Ara Ltd Policies <ul style="list-style-type: none"> • APP301: Student Rights and Responsibilities • APP506: Regulations Governing Probation, Suspension and Cancellation/Refusal of Enrolments • CPP121: ICT Security Policy • CPP211: Code of Professional Practice [staff]
Related Legislation or Other Documentation <ul style="list-style-type: none"> • The Copyright (Infringing File Sharing) Amendment Act 2011 	Good Practice Guidelines <ul style="list-style-type: none"> • CPP105a: Ara Ltd Code of Conduct for ICT Users
References	
Notes	

2 Principles

- 2.1 The Ara Ltd Kaupapa and its embedded values sets the standards for the way the Institute and staff carry out their activities.
- 2.2 Ara Ltd is a learning organisation.
- 2.3 The **Code of Conduct for ICT Users** applies to all staff and students and all authorised visitors.
- 2.4 Violation of the **Code of Conduct for ICT Users** is classified as “unacceptable behaviour” (refer APP301 “Student Rights and Responsibilities” and CP211 “Code of Professional Practice”) and may result in disciplinary action.

3 Associated Best Practice Guidelines for Ara Ltd Corporate Policy on: Code of Conduct for ICT Users

- 3.1 The Ara Ltd Code of Conduct for ICT Users is attached as a handout for all students, guests and staff.

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