



**VITALIS TRAINING CENTER**

## **Acceptable IT Usage Policy**

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# IT Usage Policy – Information Resources

## Purpose:

Information Technology (IT) resources are essential for accomplishing the Vitalis Training Centre's vision. Members of the Vitalis Training Centre community are provided with shared access to these resources, which must be used and managed responsibly to ensure their integrity, security, and availability for appropriate educational and business activities. This Acceptable IT Usage Policy provides guidance to authorized users on the appropriate use of the Vitalis Training Centre information technology resources.

Definition of "Vitalis Training Centre" For the purpose of this policy, any reference to 'Vitalis Training Centre' or 'Colonic Training' should be considered a reference to each or any of these respective trading names.

All Vitalis Training Centre staff, students, contract academics, contractors, guests or visitors of the Vitalis Training Centre plus any authorized users or organizations accessing the Vitalis Training Centre IT resources (collectively referred to as 'Users').

## Policy:

Within this policy, IT resources include all computers, electronic communication devices, software owned or leased by the Vitalis Training Centre, and network facilities that link technology within the Vitalis Training Centre and that provide external access and communication such as the Internet and email.

The policy applies to all personal devices with access to the network, however, personal devices are not to be used for work purposes unless approved by senior management. All Users of the Vitalis Training Centre IT resources, including those who install, develop, maintain, administer, and access those systems and applications, irrespective of where Vitalis Training Centre IT resources are accessed and used including use at home.

This policy is intended to operate within, and be consistent with relevant legislation and Federal laws, the Vitalis Training Centre policies and procedures including, but not limited to, areas such as sexual harassment, discrimination, equal opportunity, freedom of information, copyright, defamation, and conduct. It is intended to encourage responsible action and good judgment and to protect privacy.

In the event of a breach of this policy or inappropriate use of the IT resources provided by the Vitalis Training Centre, suspension, termination of employment, legal action, or other disciplinary action may occur.

## Authorized Access

Users may only make use of equipment, software networks, or information for which proper authorization has been given.

Users are responsible for ensuring that passwords, accounts, software, and data are adequately secured and that passwords/access codes are not shared. Users will be held responsible for all activities, which originate from their use of the account. To ensure the security of systems, a secure password should be selected in line with these guidelines:

- User accounts must have passwords
- Passwords for accounts must not be shared unless a group account has been specifically authorized in writing
- Passwords for user accounts have an expiration date as imposed by the Academic Administrator
- To minimize the chance of passwords being discovered, they must use a mix of alpha and numeric characters and, where possible, contain at least 6 characters
- Passwords to computer and network resources containing computerized Vitalis Training Centre data will not be issued over network media in clear text unless a secondary means of authentication is provided (e.g. smart cards).
- In the event a User suspects that another User has gained unauthorized access to their account, the Academic Administrator must be notified immediately
- Users must not use any means, electronic or otherwise, to discover others' passwords

Sharing or obtaining passwords inappropriately is a breach of this policy and may result in disciplinary action

## Responsible Use of Resources

Where representing the views of the Vitalis Training Centre, prior approval must be obtained from the Academic Administrator,

The Vitalis Training Centre logos and designs are the property of the Vitalis Training Centre and may only be used for approved Vitalis Training Centre documents.

The Vitalis Training Centre accepts no responsibility for the loss or damage of any portable storage medium. Should the device be lost on Vitalis Training Centre premises and then handed in, attempts will be made to identify and contact the owner.

## Respect for Other Users of Resources

Successful use of Vitalis Training Centre IT resources depends upon a spirit of mutual respect and cooperation to ensure that everyone has equitable privileges, privacy, and protection from interference or harassment. To this end:

- Users must respect the privacy of other users and thus not intentionally seek information on, obtain of, or modify files, tapes, passwords, or any type of data belonging to other Users unless specifically authorized to do so.
- Users must not intentionally disrupt or damage the academic, research, administrative, or related pursuits of others.
- Users must not use email, discussion forums, or web pages under their control, to provide or communicate obscene materials, or that threaten, harass, intimidate, or single out individuals or groups for degradation or harassment in violation of federal or state law, and other Vitalis Training Centre policies and regulations.
  - All activity must be factual, consistent, respectful, and in line with the Vitalis Training Centre's organizational values and any need for confidentiality.
  - Any identifiable and inappropriate activity that connects an individual to their employment with the Vitalis Training Centre and has an impact on the Vitalis Training Centre, its interests, and reputation may result in disciplinary action.
  - If activity is considered defamatory it may result in disciplinary action, a defamatory claim, and personal liability considerations.
- Users must not display on screens images, sounds, or messages, which could create an atmosphere of discomfort or harassment to others.
- Users must not knowingly create or propagate a virus, worm, or any other form of malicious software.

## Privacy

The Vitalis Training Centre network, systems, and facilities are the property of the Vitalis Training Centre. Anything sent or received using the network, systems, and facilities of the Vitalis Training Centre is to remain the property of the Vitalis Training Centre and will therefore be transmitted and stored on Vitalis Training Centre property.

Accordingly, use will regularly be reviewed by the Vitalis Training Centre on an ongoing basis. This applies whether Users use the Vitalis Training Centre resources at a Vitalis Training Centre campus, at home, or any other location.

- The Vitalis Training Centre therefore reserves the right to monitor and conduct audits on both usage and content of email messages, discussion forums, and visits to Internet sites using Vitalis Training Centre resources to:
  - Identify inappropriate use
  - Protect system security
  - Maintain system performance
  - Protect the rights and property of the Vitalis Training Centre

- Determine compliance with policy and state and federal legislation.
- The Vitalis Training Centre also reserves the right to monitor, audit, and record network traffic including
  - email and internet sites accessed
  - usage data such as account names, source, and destination accounts, and sites
  - dates and times of transmission or access
  - size of transmitted material
  - other usage-related data.

This continuous and ongoing surveillance is conducted by the Academic Administrator through various monitoring software and programs and the information is used for accounting purposes, troubleshooting, and systems management and to monitor appropriate usage.

The Vitalis Training Centre reserves the right to inspect, copy, store, and disclose the contents of the electronic communications of its employees and other authorized Users (e.g. students), for the purposes of conducting an audit, identifying inappropriate use (upon receiving a complaint, investigation request or allegation of misuse, and following authorization from the appropriate Vitalis Training Centre managers, the Police or other law enforcement agencies) and to assist in the investigation of an offense. The contents of electronic communications, properly obtained for legitimate business purposes, may be disclosed without the permission of the employee or authorized user.

Monitoring, inspection, and auditing can apply to personal and business use of intranet or internet services and personal and business-related email messages.

Users should always assume that everything sent by e-mail, posted to a newsgroup, or posted via a website is in the public domain and might be read by people other than expected recipients. Any email messages, whether personal or business, may be accessed as 'documents' under the Freedom of Information Act and may also be tendered in court as evidence, in line with this policy.

Users should be aware that Internet content can remain available, even after deletion for a significant period of time, perhaps indefinitely.

The Vitalis Training Centre may use and disclose an employee's social media posts where that use or disclosure is:

- for a purpose related to the employment of any employee or related to the Vitalis Training Centre's business activities
- use or disclosure to a law enforcement agency in connection with an offense
- use or disclosure in connection with legal proceedings
- use or disclosure reasonably believed to be necessary to avert an imminent threat of serious violence to any person or substantial damage to property.

Users should always assume that any website visited will at least know the Internet address being used and that the same is true for the email that is sent.

## Copyright Compliance

The Copyright Act sets out the exclusive rights of copyright owners and the rights of Users. In addition, certain uses may be covered by license agreements of which the Vitalis Training Centre is part.

It is illegal to place on a Web page any pictures or videos of people without the permission of the people in the picture or video and/or the copyright owner.

Software programs are protected by the Copyright Act. Users do not have the right to make and distribute copies of programs without the specific permission of the copyright holder.

## Confidential Information

Authorised Users have a duty to keep confidential both during the course of employment and the following:

- All Vitalis Training Centre data unless the information has been approved for external publication; and
- Information was provided in confidence to the Vitalis Training Centre by other entities.

Each staff member is under a duty not to disclose the Vitalis Training Centre business information unless authorized to do so. Breach of confidentiality through accidental or negligent disclosure may expose a User to disciplinary action.

Company and/or sensitive information includes and will include, all trade and business secrets and other confidential information and documents relating to the affairs or business of the Vitalis Training Centre or any person with whom Users come into contact as a result of their employment or study with the Vitalis Training Centre or who may come into the User's possession in the course and by reason of their employment or studies, whether or not the same were originally supplied by the Vitalis Training Centre.

Please note that under no circumstances can confidential information be taken off-site without prior written authorization from the relevant manager. Breach of this condition may result in disciplinary action.

Confidential information includes any information (written or verbal) of a commercial, technical or financial type that is not publicly available. Users must not make unauthorized copies of any material (original or not) such as correspondence, company manuals, computer printouts, customer lists, diaries, file notes, or any other material, whether or not compiled or made by the User, or to which the User has access as part of their employment. All such material is and remains the property of the Vitalis Training Centre. All the Vitalis Training Centre property must be returned upon termination of employment.

## What happens if Users don't act responsibly

The Vitalis Training Centre considers any breach of a User's responsibilities to be a serious offense and reserves the right to copy and examine files or information resident on or transmitted via the Vitalis Training Centre IT resources. Students deemed to be in breach of the above principles or guidelines are subject to disciplinary action, which may include suspension or expulsion. Staff deemed to be in breach of these principles or guidelines are subject to disciplinary action up to and including termination of employment. Severe staff breaches, such as accessing pornographic material, will result in instant termination of employment. Offenders may also be prosecuted under State, Federal, and International laws.

The Vitalis Training Centre reserves the right to temporarily or permanently remove material from websites, and close or suspend any account that is endangering the running of the system or that is being reviewed for inappropriate or illegal use. Users' access will be terminated on cessation of employment.