

# Standard

## ICT Acceptable Use Agreement

### Summary

The ICT Acceptable Use Agreement sets out the obligations of all DECD workers for the safe, lawful, ethical and accountable use of ICT resources and facilities.

Table 1 - Document details

<b>Publication date</b>	3 October 2017
<b>File number</b>	DECD16/18225
<b>Related legislation</b>	
<b>Related policies, procedures, guidelines, standards, frameworks</b>	<a href="#">DECD Policy – Information Management</a> <a href="#">DECD Standard - ICT Security</a> <a href="#">DECD Standard - Internet Access and Use</a> <a href="#">DECD Standard - Electronic Mail Access and Use</a> <a href="#">Code of Ethics for the South Australian Public Sector</a>
<b>Version</b>	1.1
<b>Replaces</b>	DECD ICT Acceptable User Agreement
<b>Policy officer (position)</b>	Manager, ICT Assurance
<b>Policy officer (phone)</b>	(08) 8226 4375
<b>Policy sponsor (position)</b>	Assistant Director, ICT Strategy and Relationships
<b>Executive director responsible (position and office)</b>	Executive Director, Infrastructure
<b>Applies to</b>	All DECD Staff
<b>Key words</b>	Acceptable, use, user, agreement
<b>Status</b>	Approved
<b>Approved by</b>	Executive Director, Infrastructure
<b>Approval date</b>	June 2017
<b>Review date</b>	May 2019

Table 2 - Revision record

Date	Version	Revision description
November 2015	1.0	Approved version
May 2017	1.1	Administrative update

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## 1. Title

ICT Acceptable Use Agreement

## 2. Purpose

The use of DECD ICT resources is governed by DECD and Government policies. These policies are in place to protect DECD information and ICT assets from a range of threats including loss, corruption, disclosure, theft and interruption of services.

## 3. Scope

This use agreement applies to all staff (which includes contractors and temporary employees), who have computer access at DECD corporate sites, and is to be completed by all users before they are given access to DECD ICT facilities.

## 4. Standard detail

Users of DECD ICT facilities must:

1. Understand and adhere to the requirements of the [DECD Policy – Information Management](#), which is published on the DECD intranet.
2. Understand and adhere to the requirements of the [DECD Standard - ICT Security](#), which is published on the DECD intranet.
3. Use DECD ICT facilities in an appropriate and professional manner according to the [Code of Ethics for the South Australian Public Sector](#) published by the Commissioner for Public Employment.
4. Understand and adhere to the requirements of the [DECD Standard - Internet Access and Use](#) and the [DECD Standard – Electronic Mail Access and Use](#), both published on the DECD intranet.
5. Follow the directions of ICT Service Desk relating to their use of DECD ICT facilities.
6. Specifically, the access, transmission, retrieval, storage and/or display of the following is strictly forbidden if that material does not form part of a legitimate educational inquiry:
  - sexually explicit material
  - hate speech or offensive material
  - material regarding illicit drugs or violence
  - material regarding criminal skills and/or illegal activities
  - material of a defamatory, discriminatory or harassing nature.

Violations of this standard, depending on severity and nature, may result in reprimand, loss of ICT access privileges, termination of employment or any other appropriate disciplinary action.

## 5. Roles and responsibilities

Table 3- Roles and responsibilities

Role	Authority/responsibility for
Worker (user)	Read and understand the documents and policies referenced in this use agreement. Please contact the ICT Service Desk for assistance in obtaining copies.
Authorised LAN Officer	Verify identify and retain signed copy of agreement in Appendix A
Executive Director, Infrastructure	Oversight
Assistant Director, ICT Strategy and Relationships	Coordination
Manager, ICT Assurance	Compliance

## 6. Monitoring, evaluation and review

- This procedure will be subject to review bi-annually by the Manager, ICT Assurance.
- The effectiveness of this procedure will be evaluated and reviewed through regular monitoring of the register.

## 7. Definitions and abbreviations

Table 4 - Definitions and abbreviations

Term	Meaning
DECD	Department for Education and Child Development
ICT	Information and Communications Technology
LAN	Local Area Network

## 8. Supporting documents

- NIL

## 9. References

- [DECD Policy – Information Management](#)
- [DECD Standard - ICT Security](#)
- [DECD Standard - Internet Access and Use](#)
- [DECD Standard - Electronic Mail Access and Use](#)
- [Code of Ethics for the South Australian Public Sector](#)

## Appendix A – ICT Acceptable Use Agreement Declaration

**IMPORTANT:** you must read and understand the documents and policies referenced in this use agreement, please contact the ICT Service Desk for assistance in obtaining copies.

By using DECD ICT facilities I acknowledge and agree to the terms and conditions detailed in section 4. I have read and understood the requirements of the:

- [DECD Policy – Information Management](#)
- [DECD Standard - ICT Security](#)
- [DECD Standard - Internet Access and Use](#)
- [DECD Standard – Electronic Mail Access and Use.](#)

I undertake to ensure that my PASSWORD is kept confidential, and acknowledge that unauthorised use of my personal USER ID may result in the integrity of the system being compromised. I further accept that I am responsible for ensuring my personal USER ID is not shared and is only used for proper and authorised activities, and am accountable for any actions undertaken using my USER ID.

I also understand that DECD monitors email and Internet activity undertaken by users who have access to resources provided by DECD.

I have read and understand this standard and I will observe and be bound by its conditions at all times.

<b>Name</b>	
<b>Signature</b>	
<b>Date</b>	

The signed form must be retained by the DECD Authorising Officer.