



# Access and Usage of Resources Policy

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<b>Related Policy/Procedure:</b>	<ul style="list-style-type: none"><li>➤ Admissions Procedure</li><li>➤ Enrolment Policy</li><li>➤ Enrolment Procedure</li></ul>		

# Access and Usage of Resources Policy

## Purpose

This Policy sets out the obligations and expectation of Lyons College staff and students when using Resources provided by Lyons College.

## Scope

This Policy applies to all staff, students, contractors or volunteers at Lyons College.

## Definitions

**Email** means the provision of a Lyons College email address and account, server-based email folders with the ability to send and receive email and attachments internally and externally and to access email from outside the Lyons College network.

**Hardware** means physical equipment used in classrooms, computer laboratories, the library, administration offices, workspaces, work desks, offices, the front desk, student break out areas or any other part of the Lyons College campus.

**Internet** means access to the internet supplied by Lyons College via a Local Area Network, a Virtual Private Network, through any wireless means or from a mobile device or tablet.

**Resources** means any resource, or access to any resource, provided to Users by Lyons College including, but not limited to, Hardware, Software, Internet access, Email access or any other resource provided by Lyons College for use by any User.

**Software** means any computer program or application used on computers, tablets or other mobile devices. Software includes, but is not limited to, any version of Moodle, Microsoft (MS) Windows, MS Outlook, MS Word, MS Excel, MS Project, any program designed to access the internet, any virus protection software or any other software provided by Lyons College to Users.

**User** means permanent staff, casual staff, contractors and students at Lyons College.

## Policy

Lyons College provides certain Resources for Users to help as part of their work life or student experience. Resources provided by Lyons College include, but is not limited to, the following:

- Computers
- Laptops
- Tablets
- Mobile phones
- Photocopier/printer
- Television displays
- Furniture
- Access to the Internet (both LAN and wireless)
- Data storage, both LAN and cloud based
- Access to online journals and other resources
- The library and physical textbooks
- Access to online textbooks
- Email access
- Software

Lyons College expects that Users will utilise Resources to execute the responsibilities of their positions as employees or contractors, to engage in study and activities as students or in other authorised activities. Resources must not be used for any purpose that breaches any law or Lyons College Policy or Procedure.

Lyons College acknowledges that Resources may be used for personal purposes and allows reasonable limited personal use. However, Users must not use any Resources for any of the following:

- To access, utilise, download or distribute:
  - Sexually explicit material or any material that may offend others
  - Hate speech or offensive material
  - Materials regarding illicit drugs, violence, terrorist activity, criminal skills and/or illegal activities
  - Gambling or gaming software or apps
  - Illegally access other networks or websites (hacking)
  - Illegal material that breaches Federal or State Law or Lyons College Policies
  - Illegal copies of movies, television shows, music, music videos, software or any other material
- To bully, harass, threaten, stalk or intimidate any person
- Use a Lyons College email address for unauthorised purposes, or to act or purport to act on behalf of Lyons College without proper authority
- To introduce any form of software virus or malware onto computers, laptops, tablets, mobile phones or the network
- Copy or distribute Lyons College material (including course materials and assessments) without express written consent from Lyons College

Users are expected to utilise Resources in an appropriate and safe manner. Users are required to use or treat the Resources in a manner that does not damage or impair the Resources. Users are also required to consider their safety and the safety of others when utilising resources and must not utilise Resources if there is a safety concern.

Lyons College may conduct audits to ensure Users are not breaching this Policy. Audits may include using login and access data, closed circuit television videos or other means to determine if the Policy has been breached.

### **IMPORTANT NOTIFICATION FOR USERS**

**By utilising Resources, Users are consenting to Lyons College monitoring that use.**

**By utilising Email, Users understand that Lyons College retains the ownership and rights of all emails.**

**Lyons College may seek to recover costs where Users have caused damage through the inappropriate or reckless use of Resources.**

<b>Version</b>	<b>Date</b>	<b>Resolution</b>	<b>Comments</b>
V1.0	09/08/2018	20180809/07	Initial policy created
220422	22/04/2022	22020422/03	Policy reviewed, no major changes. For Board approval. Approved