

Standard

ICT Acceptable Use Agreement

Summary

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

Table 1 - Document details

| | |
|--|---|
| Publication date | May 2020 |
| File number | 16/18225 |
| Related legislation | |
| Related policies, procedures, guidelines, standards, frameworks | Policy – Information Management Standard - ICT Security Standard - Internet Access and Use Standard - Electronic Mail Access and Use Code of Ethics for the South Australian Public Sector |
| Version | 1.2 |
| Replaces | ICT Acceptable User Agreement |
| Policy officer (position) | Manager, ICT Assurance |
| Policy officer (phone) | (08) 8226 4375 |
| Policy sponsor (position) | Assistant Director, ICT Strategy and Relationships |
| Executive director responsible (position and office) | Executive Director, Infrastructure |
| Applies to | All department staff |
| Key words | Acceptable, use, user, agreement |
| Status | Approved |
| Approved by | director, ICT Service and Digital Delivery |
| Approval date | 17 April 2020 |
| Review date | 17 April 2023 |



Table 2 - Revision record

| Date | Version | Revision description |
|---------------|---------|--------------------------------------|
| November 2015 | 1.0 | Approved version |
| May 2017 | 1.1 | Administrative update |
| May 2020 | 1.2 | Administrative update to review date |

Table of Contents

| | |
|---|---|
| Standard | 1 |
| ICT Acceptable Use Agreement | 1 |
| Summary | 1 |
| Table of Contents | 3 |
| 1. Title | 4 |
| 2. Purpose | 4 |
| 3. Scope | 4 |
| 4. Standard detail | 4 |
| 5. Roles and responsibilities | 5 |
| 6. Monitoring, evaluation and review | 5 |
| 7. Definitions and abbreviations | 5 |
| 8. Supporting documents | 5 |
| 9. References | 6 |
| Appendix A – ICT Acceptable Use Agreement Declaration | 7 |

1. Title

ICT Acceptable Use Agreement

2. Purpose

The use of department ICT resources is governed by the department and Government policies. These policies are in place to protect department 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 department corporate sites, and is to be completed by all users before they are given access to department ICT facilities.

4. Standard detail

Users of department ICT facilities must:

1. Understand and adhere to the requirements of the [Policy – Information Management](#), which is published on the department's intranet.
2. Understand and adhere to the requirements of the [Standard - ICT Security](#), which is published on the department's intranet.
3. Use department 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 [Standard - Internet Access and Use](#) and the [Standard – Electronic Mail Access and Use](#), both published on the department's intranet.
5. Follow the directions of ICT Service Desk relating to their use of department 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 |
|----------------|---|
| The department | Department for Education |
| ICT | Information and Communications Technology |
| LAN | Local Area Network |

8. Supporting documents

- NIL

9. References

- Policy – Information Management
- Standard - ICT Security
- Standard - Internet Access and Use
- 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 department ICT facilities I acknowledge and agree to the terms and conditions detailed in section 4. I have read and understood the requirements of the:

- [Policy – Information Management](#)
- [Standard - ICT Security](#)
- [Standard - Internet Access and Use](#)
- [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 department monitors email and Internet activity undertaken by users who have access to resources provided by the department.

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

| | |
|------------------|--|
| Name | |
| Signature | |
| Date | |

The signed form must be retained by the department's Authorising Officer.