Information and Communications Technology Policy and Procedure

Approved by the Board of Directors on 28 July 2022

1.   Purpose

This Policy and Procedure sets out expectations of Iona Trinity College of Higher Education (the College) on how students use the College's information and communications technology (ICT) systems.

2.   Scope

This Policy applies to:

- the College's students

- information technology and tools made available to students, such as email account, the student portal, learning management system, online library collection and access to the internet using the College's wi-fi.

3.   Policy

The College will provide a safe, respectful and cooperative learning environment. Students will be granted access to IT systems and resources, including access to free wi-fi while on the College's premise, to support their studies.

The privacy, availability, integrity, security, safety, and usability of the College's ICT systems and resources will be protected.

Students are expected to use the College's ICT systems and resources in a responsible, safe, and lawful manner, a breach of which may lead to disciplinary action.

3.1   Principles

The principles applying to the use of the College's ICT systems and resources are:

- **Bring Your Own Device** – Students can bring their own device to campus but when using the College's wi-fi, will abide by the principles of this Policy and Procedure

- **Proper purpose** – Students should use ICT systems and resources for the purpose of their studies. Use for personal purposes should be limited.

- **Responsible use** – The College's ICT systems and resources should be used responsibly and not be damaged or interfered with. If the ICT systems and resources are not functioning properly, students should report this to the relevant staff.

- **Safety** – Students must not pose a risk to their own safety, or those of others, while using the College's ICT systems and resources, or those of the College's partner institutions. This includes:
  - displaying the same standards of behaviour online as on campus
  - conducting themselves in a respectful manner
  - not downloading, uploading, or publishing harmful content, and
  - protecting their own, and others', privacy

- **Security**
  - Students must not compromise the security of ICT systems and resources, including downloading, uploading, or using unauthorised software

- o Students must protect their access details from others, including:
    - ▪ not sharing login details with others
    - ▪ changing their password on a regular basis, and
    - ▪ seeking guidance from Student Services if they believe their access details may have been compromised.

- **Lawfulness**
    - o Students must not handle any unlawful material. This includes not downloading, uploading, or publishing illegal content
    - o Students must not breach intellectual property rights by downloading, uploading or using illegally sourced software or content

4.   Procedure

4.1   ICT Risk Management

During orientation, students will be provided with guidance on the appropriate and safe use of the College's ICT systems and resources, including ensuring students are aware of the content of this Policy and Procedure.

If there has been a breach of the Principles outlined under Section 3, above, the College may suspend or cancel the student's access to the ICT systems and resources.

The College will provide students with training and support in the use of the College's ICT systems and resources, including an introduction on the College's learning management system and student portal.

4.2   Monitoring and Improvement

The College will collect data on student feedback about their use of the College's ICT systems and resources, including security and integrity of the system, and their usability.

Feedback will be used to improve the ICT systems and resources for students.

4.3   Appeal

A student, whose enrolment has been suspended or cancelled as a result of a suspected breach of the principles in this Policy and Procedure, may appeal against this decision under the provisions of the *Student Appeals Policy and Procedure*.

7.   Responsibilities

Students are responsible for:

- Abiding by the principles set out in this Policy and Procedure and
- reporting any online incident to the relevant staff.

8.   Definitions

There are no definitions in this Policy and Procedure.

9.   Version history

Version #	Changes	Approval Body	Approval Date
1.0	Original version	Board of Directors	28/07/22

10.   Additional Information

Policy Status	Approved
Policy Owner	Principal
Next Review Date	3 years from Approval Date
Associated Internal Documents	Student Appeals Policy and Procedure
Higher Education Standards Framework (Threshold Standards) 2021	Standards 2.1.2, 2.3.4, 3.3.2, 3.3.3, 5.3.5, 7.2.2, 7.3.3
National Code of Practice for Providers of Education and Training to Overseas Students 2018	No relevant standard
Other Applicable Legislation and Instruments	Tertiary Education Quality and Standards Agency Act 2011