POLICY C31.0

STUDENT USE OF SCENTIA INFORMATION AND COMMUNICATION TECHNOLOGY SERVICES

1.0 INTRODUCTION

1.1 Context

The Scentia Group Internet, and ICT Services including its Learning Management Systems, myAIM, myABS and myACHW are provided for the advancement of the education of its students.

1.2 Purpose

The purpose of this policy is to ensure that Scentia Internet and ICT services function securely and appropriately for all students enrolled in Scentia Group Colleges: the Australian Institute of Management, Education and Training Registered Training Organisation (AIM RTO), the AIM Business School (ABS) and the Australasian College of Health and Wellness (ACHW).

1.3 Scope

The policy applies to all Internet and ICT services provided by Scentia including email, email lists, web browsing, website publication, chat and forums and learning management systems.

This policy applies to all students enrolled in Scentia Group Colleges: AIM RTO, ABS and ACHW using Scentia Internet and ICT services and users who may be authorised from time to time to use these services. This information applies wherever the services are being used; for example, at a campus, remotely from home, remotely from a place of work or from other remote locations.

1.4 Scope Exceptions

This policy does not apply to Scentia staff who should refer to the Scentia Acceptable Use of Information and Communication Technology Facilities for Staff.

2.0 RESPONSIBILITIES

1. All those referred to under the Scope of this policy are responsible for complying with its terms and procedure.

2. The Head of Compliance is responsible for the review of this Policy and Procedure in consultation with the Head of Technology.

3. The Head of Technology has overall responsibility for:
   a. the implementation of this Policy and Procedure; and
   b. providing ICT facilities as required for Scentia.

3.0 POLICY

Information and communications technology (ICT) is of critical importance to Scentia in the support of academic enquiry and research, teaching and learning, core business activities and communications. In recognition of this, Scentia provides computing, internet and communication services to its students for the purposes of research, learning and assessment and student engagement and collaboration.

Access to the network (including Wi-Fi) and usage of ICT systems or equipment must adhere to the principles of this policy and the Student Code of Conduct policy.

Scentia reserves the right to monitor and record all usage of its computer networks, including its Internet services and learning management systems, and to take disciplinary action when breaches of expected behaviour occur.

3.1   Principles

1. Students will make use of Scentia Internet and ICT services for educational, professional development activities only and will adhere to any requirements for Internet and ICT services usage and behaviour.

2. Scentia ICT services must be used by students in a lawful, ethical and responsible manner, and in accordance with the *Student Use of Information and Communication Technology* procedure, and other applicable policies, and any additional terms of use that may apply to particular software or services.

3. Student breaches of this policy will be dealt with under the *Student Code of Conduct Policy*.

4. Use of Scentia ICT services must not jeopardise the fair, secure and productive ICT environment of Scentia or its operations, assets, data integrity or reputation.

5. The Technology Business Unit will monitor and audit the use of Scentia's ICT services to ensure these are used in an efficient, effective and secure manner.

6. Information stored on ICT services, whether owned or leased by Scentia, remains the sole property of Scentia.

7. Scentia reserves the right to record, delete, block, quarantine, copy, use and take possession of all ICT facilities and any communications or data passing through its ICT services and pass on the information to external organisations where legally obliged to do so or in cases of possible breach of Scentia policies or procedures.

8. Scentia accepts no responsibility for loss or damage, consequential loss or damage, or loss of data arising from the use and or maintenance of its ICT services.

Phone: 1300 658 337   **Website:** www.scentia.com.au

System security

9. Students:
- are responsible for all use of their user account and must take all reasonable precautions to prevent others from using their account and technology;
- must immediately notify Student Support if they identify a security problem;
- must promptly disclose to their teacher/assessor any material (eg. message, attachment) they receive that is inappropriate or causes offence;
- must promptly exit an inappropriate website should they inadvertently access such a site.

Student Safety and Privacy

10. Students must protect other students /users by not:
- publishing the personal contact information about other students or include reference to others including names and pictures without their permission;
- forwarding a message identified by other students/user as private without the permission of the sender.

Inappropriate conduct:

11. Students must not:
- participate in inappropriate conduct or use obscene, profane, lewd, vulgar, rude, inflammatory or threatening language in public or private messages, in material published on web pages, Learning Management Systems or when using services such as chat;
- publish information that, if acted upon, could cause damage to property or persons, nor publish deliberately false or defamatory information about a person or organisation;
- breach Scentia Intellectual Property or misuse any Scentia course materials;
- engage in personal attacks including prejudicial or discriminatory attacks, nor harass (distress or annoy) another person. If a user is told by a person to stop sending messages to them, the user must stop;
- email chain letters or send annoying or unnecessary messages to other people;
- access inappropriate websites such as pornography, gambling or gaming;
- use the technology for personal work that has no link to the student's academic requirements.

Illegal or destructive activity

12. Students must not
- attempt to gain unauthorised access to the Scentia Group computer network or go beyond their authorised access;
- make deliberate attempts to disrupt IT system performance nor harm or destroy hardware and data, including through the uploading or creation of computer viruses;
- use the Scentia Group ICT system to engage in any illegal act. Such activities will be reported to the appropriate legal authority;
- access the private information of others.

Phone: 1300 658 337   **Website:** www.scentia.com.au

4.0 DEFINITIONS

- **ICT Services**– Any information, communications technology or audio-visual service, equipment or facility owned leased or contracted by the Scentia group that hosts, stores, transmits or presents digital information for the business and purpose of Scentia. This may include, but is not limited to:

    – email, messaging and collaboration applications;
    – any cloud-based facilities associated with the delivery of ICT activities;
    – all hardware and infrastructure (e.g. servers, workstations, voice and data network, wired and wireless networks, audio visual equipment, printers, and portable storage devices);
    – videoconferencing and web conferencing systems, services
    – applications; and
    – all software and applications, and services (including but not limited to internet access), and data contained or stored in any ICT facility.
    – Learning Management Systems

- **myAIM** – Learning Management System for students enrolled in the Australian Institute of Management Education and Training (AIM) Registered Training Organisation (RTO) offering vocational education and training(VET) courses

- **myABS** - Learning Management System for students enrolled in the Australian Business School, a registered Higher Education provider.

- **myACHW** - Learning Management System for students enrolled in the Australasian College of Health & Wellness, a registered Higher Education provider.

5.0 REFERENCES AND ASSOCIATED INFORMATION

- Academic Integrity Policy
- Bullying, Harassment and Discrimination (Staff and Students)
- Social Media Policy (Staff and Students)
- Student Code of Conduct Policy
- Student Use of Information and Communication Technology Services Procedure
- Information Management Policy and Procedure
- Information Cyber Security Policy and Procedure
- Crimes Act 1914 (Cth Australia)
- Cybercrime Act 2001 (Cth Australia)
- Copyright Act 1968 (Cth Australia)
- SPAM Act 2003 (Cth Australia)
- Telecommunications (Interception and Access) Act 1979 (Cth Australia)
- Privacy and Personal Information Protection Act 1998 (NSW)

Phone: 1300 658 337   **Website:** www.scentia.com.au

6.0 POLICY OWNERSHIP

Policy Owner	Head of Technology
Status	New
Approval Authority	Scentia Corporate Board with endorsement of the ABS Corporate Board and ACHW Corporate Board.
Date of Approval	26/04/2023
Effective Date	01/05/2023
Implementation Owner	Head of Technology
Maintenance Owner	Head of Compliance
Review Due	1 April 2026
Content Enquiries	Mike Kumar – Head Technology Email: mkumar@scentia.com.au

7.0 AMENDMENTS

Version	Amendment Approval (Date)	Amendment Made By (Position)	Amendment Details
C31.0	26 April 2023	Head of Technology	New policy for all Scentia students enrolled in AIM, ABS and ACHW courses.