

## Acceptable Use and Conduct for ICT Users

First Produced:	04/08/95	Authorisation:	Te Kahui Manukura (TKM)
Current Version:	31/10/22	Queries:	Executive Director, Operations ICT Director
Past Revisions:	06/99, 07/00, 03/01, 07/02, 11/08, 04/12, 03/15, 03/18, 07/20		
Review Cycle:	3 years		
Applies From:	Immediately		

Major changes/additions since the last version was approved are indicated by a vertical line in the left-hand margin

# 1 Introduction

## 1.1 Purpose

This policy provides guidance on the proper and allowable use of the ICT facilities at Ara Institute of Canterbury (Ara) and should be read in conjunction with other policies concerning appropriate conduct of colleagues, learners, and authorised visitors. Ara ICT facilities are to be used in a manner that supports the academic mission and the administrative functions of the Institution. Violation of the policy may result in the removal of access rights, probation/suspension from classes, cancellation of enrolment, or other disciplinary action.

## 1.2 Scope and Application

This policy applies to all colleagues, learners, and any other users of Ara ICT facilities (see Definitions, 1.4).

## 1.3 Formal Delegations

Under [APP506 Probation](#) and [APP512 Suspension and Refusal/Cancellation of Enrolment](#) policies, the ICT Director may, after discussion with the Head of Department and in consultation with the Complaints Coordinator, suspend or remove a learner's access to one or more ICT services/facilities for up to five teaching days if the learner's misconduct or breach of discipline is related to misuse of ICT facilities.

Infringement by colleagues may lead to suspension of access to ICT facilities/services or other disciplinary action in consultation with the appropriate Director and/or Head of Department or with the Chief Executive or delegate, as covered by [CPP208 Resolving Employee Performance or Conduct Issues](#) policy.

## 1.4 Definitions

- a **Ara ICT facilities:** Any computer, computer-based network, storage environment, computer peripheral, software, telephone, audio visual device or any combination thereof, owned by Ara or under the custody or control of Ara.
- b **User:** Anyone who uses Ara ICT facilities.
- c **Recreational use** as applied to learners (unless part of or related to course work):
  - Computer games.
  - Social networking sites.

All policies on the Ara website are the current version. Please check date of this hard copy before proceeding.

- Non-study-related emailing.
  - Surfing the web.
  - Anything not directly related to the learner’s course of study.
- d **Recreational use** as applied to colleagues (unless part of or related to Ara work duties):
- Commercial or other significant personal activity not related to Ara business, including web browsing.
  - Playing or downloading computer games, music, videos via the internet/intranet.

<p><b>Related Ara Procedures</b> (Waituhi)</p> <ul style="list-style-type: none"> <li>• <a href="#">CPP105a Ara Code of Conduct for ICT Users</a></li> <li>• <a href="#">CPP208a Staff Complaints about staff process</a></li> <li>• <a href="#">CPP208b Staff Complaints about Students process</a></li> </ul>	<p><b>Related Ara Policies</b></p> <ul style="list-style-type: none"> <li>• <a href="#">APP301 Learner Responsibilities and Rights</a></li> <li>• <a href="#">APP506 Probation</a></li> <li>• <a href="#">APP512 Suspension and Refusal/ Cancellation of Enrolment</a></li> <li>• <a href="#">CPP121 ICT Security Policy</a></li> <li>• <a href="#">CPP211 Code of Professional Practice</a> [colleagues]</li> <li>• <a href="#">CPP208 Resolving Employee Performance or Conduct Issues</a></li> </ul>
<p><b>Related Legislation or Other Documentation</b></p> <ul style="list-style-type: none"> <li>• <a href="#">The Copyright (Infringing File Sharing) Regulations 2011</a></li> </ul>	<p><b>Good Practice Guidelines</b></p>
<p><b>References</b></p>	
<p><b>Notes</b></p>	

## 2 Principles

- 2.1 The Ara Kaupapa and its embedded values sets the standards for the way the Institute and colleagues carry out their activities.
- 2.2 Ara is a learning organisation.
- 2.3 The [CPP105a Ara Code of Conduct for ICT Users](#) applies to all colleagues and learners and all authorised visitors.
- 2.4 Violation of the [CPP105a Ara Code of Conduct for ICT Users](#) is classified as “unacceptable behaviour” (refer [APP301 Learner Responsibilities and Rights](#) and [CPP211 Code of Professional Practice](#) policies) and may result in disciplinary action.

## 3 Associated Best Practice Guidelines for Ara Corporate Policy on: Code of Conduct for ICT Users

- 3.1 The [CPP105a Ara Code of Conduct for ICT Users](#) is provided as a handout for all learners, guests, and colleagues.

All policies on the Ara website are the current version. Please check date of this hard copy before proceeding.