

Standard

Internet Access and Use

Summary

DECD staff must use the Internet in an appropriate and professional manner, and in accordance with the ethical standards expected from DECD staff. This standard must be read in conjunction with the [DECD Standard – ICT Security](#).

Table 1 - Document details

Publication date	10/10/17
File number	DECD16/02846
Related legislation	<i>Copyright Act 1968</i> <i>Copyright Amendment (Digital Agenda) Act 2000</i>
Related policies, procedures, guidelines, standards, frameworks	DECD Standard – ICT Security DECD Standard – Electronic Mail Access and Use DECD Guideline – Practical Guide for the use of email and the Internet DECD Standard – School and Preschool Websites
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Replaces	Changed from a Policy to a Standard
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 DECD Employees
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Approved by	Executive Director, Infrastructure
Approval date	
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Table 2 - Revision record

Date	Version	Revision description
February 2011	1.0	Approved version
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1. Title

Internet Access and Use

2. Purpose

DECD staff must use the Internet in an appropriate and professional manner, and in accordance with the ethical standards expected from DECD staff. This standard must be read in conjunction with the [DECD Standard – ICT Security](#).

3. Scope

This standard applies to all DECD staff.

4. Standard detail

4.1 Copyright

Staff must respect the copyright and licensing laws with respect to software, information and other materials retrieved from the Internet.

4.2 Information Release on the Internet

The Internet is an open, non-secure data carrier. The classification and sensitivity of information communicated or published on the Internet must be considered and appropriate measures taken to protect such information. Any release of information over the Internet must be in accordance with DECD and whole of government policies and procedures.

4.3 Internet/Intranet Communications

Posting of DECD information to Internet web pages, news groups, web-based forums, etc. must be consistent with DECD presentation standards, and approved by the appropriate Principal or Preschool Director (for schools and preschools), or Director (for other sites). Refer to the [DECD Standard – School and Preschool Websites](#) for more information.

4.4 Internet Commerce

DECD must comply with approved delegations in the acquisition of products over the Internet. Care should be taken to only purchase from organisations that utilise appropriate security measures in their Internet commerce sites. Refer to the [Australian Government's Stay Smart Online website](#) for additional guidance.

4.5 User Interface

Interference or disruption to other networks or shared-system users, services or equipment will not be tolerated. Interference or disruption includes, but is not limited to:

- distribution of unsolicited spam, advertising or commercial electronic messages
- distribution of electronic 'chain letters'
- distribution of offensive or harassing material

- propagation of any form of malicious software (viruses, malware, etc)
- use of the network to make unauthorised entry into other information systems, communications devices or resources.

4.6 Primary Use

Access to the Internet is to be used primarily for DECD related business purposes, eg communications related to DECD business, authorised professional development and activities related to a person's duties.

4.7 Personal Use

Limited non-business related use of the Internet is permitted consistent with the [Code of Ethics for South Australian Public Sector Employees](#). Personal usage, if subjected to public scrutiny, must not cause embarrassment or concern to DECD. Refer to the [DECD Guideline – Practical Guide for the use of email and the Internet](#)

4.8 Unacceptable Use

Unacceptable usage includes, but is not limited to:

- postings for non-business related reasons
- accessing of malicious, offensive or harassing material
- use for personal financial gain
- use of non-approved file sharing technologies
- use for non-business related streaming audio or video
- use for religious or political lobbying
- downloading or sharing of non-business material.

4.9 Unacceptable Use

DECD reserves the right to record and monitor Internet usage, for the purposes of managing system performance, monitoring compliance with policies, or as part of disciplinary or other investigations.

4.10 Internet Security

Refer to the [DECD Standard – ICT Security](#) for details on DECD policies as they relate to the security of the Internet.

4.11 Non-compliance

Violations of this policy, depending on severity and nature, may result in reprimand, loss of Internet access privileges or termination of employment.

5. Roles and responsibilities

Table 3 - Roles and responsibilities

Role	Authority/responsibility for
Executive Director, Infrastructure	Oversight
Assistant Director, ICT Strategy and Relationships	Coordination
Manager, ICT Assurance	Compliance

6. Monitoring, evaluation and review

This standard will be subject to review bi-annually by the Manager, ICT Assurance.

7. Definitions and abbreviations

Table 4 - Definitions and abbreviations

Term	Meaning
DECD	Department for Education and Child Development.
ICT	Information and Communications Technology.
Virus	A piece of code that is capable of copying itself and typically has a detrimental effect, such as corrupting the system or destroying data.
Malware	Software that is intended to damage or disable computers and computer systems.

8. Supporting documents

- [Stay Smart Online](#)
- [Code of Ethics for the SA Public Service](#)
- [The Copyright Act 1968](#)
- [The Copyright Amendment \(Digital Agenda\) Act 2000](#)
- [DECD Standard – Electronic Mail Access and Use](#)

9. References

- [DECD Guideline – Practical Guide for the use of email and the Internet](#)
- [DECD Standard – ICT Security](#)
- [DECD Standard – School and Preschool Websites](#)