

# INFORMATION COMMUNICATION TECHNOLOGY POLICY

## 1 Purpose

This policy aligns authorised student use of the Executive Master of Public Administration (EMPA) Learning Management System (LMS) and supporting network facilities with ANZSOG's **Information Security Policy** and **Provision and Acceptable Use of ICT Policy**.

## 2 Scope

This policy applies to the provision and maintenance of student access to the EMPA Learning Management System (LMS).

## 3 Guiding Principles

- 3.1 ANZSOG provides and maintains access and connectivity to a Learning Management System (LMS) for authorised staff and enrolled students for the duration of the EMPA program.
- 3.2 Access to the EMPA LMS will be governed by ANZSOG's **Information Security Policy** and **Provision and Acceptable Use of ICT Policy**.
- 3.3 Student access considerations related to connectivity, security, interoperability and usability will be briefly outlined in reference to ANZSOG's broader ICT standards.
- 3.4 The policy covers accessibility to the EMPA LMS via computers and platforms owned and managed by ANZSOG, and user-owned devices connecting to ANZSOG network services.
- 3.5 This policy also aligns with the EMPA program's Information Management, Learning Resources and Education Support, and Code of Conduct policies.
- 3.6 ANZSOG computing and network facilities and related services, including technical support, will be responsive to the needs of EMPA students and subject leaders and meet School and legislative standards in relation to privacy and security of data.

## 4 Policy Statement

- 4.1 Learning Management System and Support
  - i. ANZSOG will provide EMPA students access to an LMS housing critical resources to fulfil program requirements including core subject guides and content, program policies and procedures, student administration forms, assignment details and submission functions, and links to resources supporting learning and research activities.
- 4.2 **Standards for Acceptable Use**
  - i. All student users of authorised information technology systems and platforms supporting the EMPA program delivery are required to use these responsibly in line with ANZSOG's **Provision and Acceptable Use of ICT Policy** and the EMPA **Code of Conduct Policy**.
  - ii. Usage of ICT systems supporting the EMPA may be monitored, recorded and analysed by authorised staff should a user be alleged to be in breach of the EMPA **Code of Conduct Policy** in relation to their use. The purpose of the investigation will be to substantiate any allegation of misuse including unlawful behaviour.

- iii. Information collected as part of any investigation will be managed in accordance with relevant law and the EMPA **Information Management Policy** and **Privacy Policy**.
- iv. If misuse of ANZSOG managed ICT systems is established, the user responsible will have appropriate penalties applied in line with relevant EMPA policies, and in accordance with the **Academic Integrity Policy**.

## 5 Definition of Terms

Terms	Definition
<b>Authorised use</b>	means purposes associated with work or study at ANZSOG, provision of services to or by ANZSOG, which are approved or authorised by the relevant officer or employee of ANZSOG in accordance with ANZSOG policies and procedures or pursuant to applicable contractual obligations, limited personal use, or any other purpose authorised by the relevant authority.
<b>Authorised user</b>	any person using ANZSOG's information systems.
<b>Computing and network facilities</b>	includes computers, computer systems, data network infrastructure, dial-in network access facilities, email and other communications and information facilities together with associated equipment, software, files, and data storage and retrieval facilities, all of which are owned or operated by the ANZSOG and form part of the central facilities or the local facilities, as the case may be.
<b>Data</b>	any information (including personal information) obtained, received or held by ANZSOG. Also referred to as information.
<b>Learning Management System (LMS)</b>	an online, interactive platform that supports EMPA program student administration and teaching and learning activities and assessments.

## 6 Related Policies

- ANZSOG Information Security Policy
- ANZSOG Provision and Acceptable Use of ICT Policy
- ANZSOG Records Management Policy
- Academic Integrity
- Code of Conduct
- Facilities and Infrastructure
- Information Management
- Learning Resources and Education Support
- Privacy Statement

## 7 Relevant Legislation

- Copyright Act 1968
- Privacy and Data Protection Act 2014
- Public Records Act 1973

## 8 Version History

Version	Audience	Responsibility	Approved By	Approval Date	Last Reviewed
1	Current Students	ANZSOG Chief Information Officer	Associate Dean UR & CEO	2020	July 2020