

# Monitoring Information

Djerriwarrh reserves the right to:

- Inspect or monitor any device or terminal without notice, including e-mail and other forms of communication (regardless of ownership).
- Delete or modify any data in breach of the IT Usage policy.

Djerriwarrh may apply filtering systems to limit the use and activity through:

- Preventing e-mail transmissions due to size or content
- Limit access to the World Wide Web and internet sites deemed inappropriate or not for the purposes of the organisation.

For more information about our Information Technology Usage Policy contact your teacher or course coordinator.



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IP 002  
TOID 3771

# The Computer & You



**Djerriwarrh**  
Community & Education Services

# Access & Use

Djerriwarrh provides computers or iPads for learning and/or job seeking purposes.

Use of Djerriwarrh computers and other electronic communications must:

- Comply with any code of conduct which applies to the user;
- Not be used to conduct private business , private commercial transactions or gamble;
- Not be used for large downloads or transmissions without permission of a Djerriwarrh staff member.
- Not be used to send material that defames an individual, organisation, association, company or business. The consequences of a defamatory comment may be severe and give rise to personal and/or organisational liability.

Obtaining unauthorised access to electronic files or emails of others is not permitted.

## Computer Viruses

Electronic communications are potential delivery systems for computer viruses. All data, programs and files which are downloaded electronically or attached to messages, should be run through a virus scan program before being launched, opened or accessed.

## Inappropriate content

Participants may be liable for what is conveyed in documents or emails. Documents and emails, whether sent internally or externally, must only contain content that is appropriate to a workplace or learning environment.

Computers must not be used to publish, send or distribute material that is harassing, obscene or threatening, nor may it contain content that may be considered unlawfully discriminatory, offensive or disruptive. This includes sexually oriented messages or images and sexual harassment messages. The receiver of such material will also be in breach of this policy if the communication is forwarded to another email recipient. The receiver should advise the sender to cease sending them.

The use of emails for sending 'junk mail', for-profit messages, or chain letters is strictly prohibited.

## Unauthorised Access

Any unauthorised interception, reading, copying or modifying of electronic data of Djerriwarrh's information technology system may be subject to disciplinary and/or legal proceedings. This will include unauthorised access, modification or deletions of participant records, human resource systems, payroll, financial records, and any other access to organisational electronic systems.

It is a breach of the Information Technology Usage Policy to attempt to circumvent the user authentication or security of any host, network or account. This includes the distribution of tools for compromising security such as, but

not limited to, password guessing programs, cracking tools, packet sniffers or network probing tools.

## Complaints

If a user of Djerriwarrh e-mail or internet receives an internal or external email that is offensive or inappropriate, participants should raise the complaint with a teacher or another Djerriwarrh staff member immediately.

## Non-Compliance

Non-compliance with this policy will be regarded as a serious matter and appropriate action will be taken when a breach of the policy is identified.

Non-compliance with this policy may pose a threat to the security of the organisation's network, the privacy of participants, staff and other persons and may expose the users of the system or other persons to legal liability.

Any failure to abide by this policy may result in disciplinary action including revoking or restricting any right to use computers/emails, cautioning, or, in appropriate circumstances, may lead to more serious disciplinary action in accordance with Djerriwarrh's Participant Conduct Policy.