

Australian and New Zealand College of Anaesthetists INFORMATION AND COMMUNICATIONS TECHNOLOGY CODE OF CONDUCT

1. PURPOSE

This policy sets out the appropriate standards of behaviour for those who use the College's information and communications technology resources ("ICT Resources"). The scope of this policy includes employees, volunteers, Fellows, international medical graduate specialists (IMGS), trainees and contractors who use ANZCA ICT Resources.

2. INTRODUCTION

The College provides a variety of ICT Resources to support the activities of the College. These include, but are not limited to:

- the College's voice and data network, including fixed, wireless and mobile network services;
- the learning management system (Networks);
- the training portfolio system (TPS);
- the continuing professional development (CPD) system;
- the exam management system (EMS);
- the ANZCA portal and online event registration system;
- iMIS, the College's core database of record;
- Informz, the College's electronic newsletter and survey tool;
- computer hardware and software, including personal computers, notebooks and servers;
- internet access, including wireless internet access;
- mobile phones, smart phones and wireless data cards; and
- email, telephones and other communications services.

This policy applies whether you are using the College's ICT Resources during or outside business hours, or whether you are using them on College property or offsite.

3. BODY OF POLICY

The College's ICT Resources are provided for use in connection with the College's business.

Limited reasonable personal use is permitted, as long as it does not affect productivity, interfere with the College's business operations or breach any College policy.

You must not use the College's ICT Resources for private commercial purposes, unless you have received express authorisation from the General Manager of the Strategic Project Office & Technology.

When using the College's ICT Resources, you are expected to conduct yourself in a manner that respects the College, its mission and values and respects the dignity and privacy of other persons.

You must not use ICT Resources to access or carry material that;

- is obscene, offensive or inappropriate (including material or links of a sexual nature or hateful, indecent or pornographic material);
- causes insult, offence, intimidation or humiliation (including material or communications that are discriminatory or amount to bullying) or is defamatory, unlawful or otherwise inappropriate;
- is in breach of any College policy;
- violates copyright or other intellectual property laws;
- breaches an individual's privacy;
- creates any legal or contractual obligations on behalf of the College, unless expressly authorised by the College;
- discloses any confidential information of the College or any employee, contractor, Fellow, trainee, patient or other stakeholder connected with the College;
- leads to personal commercial gain or profit (such as running your private business using the College's ICT Resources);
- solicits others for activities unrelated to the College's business, such as in connection with political campaigns or lobbying;
- represents personal opinion or conduct as that of the College;
- plagiarises another person's work;
- allows unauthorised access (hacking) into any other computer or attempt to deprive other users of access to the College's ICT Resources;
- results in chain or SPAM emails in any format to be sent;
- perpetrates any form of fraud or software, film or music piracy using College ICT resources;
- accesses another person's College computer, internet or email account or other accounts for any reason without express permission of that person;
- installs software or hardware or run unknown or unapproved programs on the College's computers without authorisation;
- gambles using College ICT resources.

The College may monitor the use of its ICT Resources, including by recording internet sites accessed, recording all emails received and sent (including deleted emails) and accessing data on any device connected to the network.

Any information the College discovers while monitoring ICT Resources may be used or disclosed:

- as part of investigations into suspected inappropriate conduct, including suspected breaches of College policy;
- as evidence in legal proceedings;
- for purposes related to engagement of its employees or contractors;
- for purposes related to membership of the College by fellows and trainees;
- for the purpose of law enforcement (for example, in cases of alleged fraud or theft);
- to avoid a threat of injury to a person or damage to property.

The following consequences apply when a breach of this policy occurs.

- The College may restrict or suspend your access to the College's ICT Resources at any time if it suspects you may be involved in a breach of College policy or other inappropriate behaviour.
- Depending on the nature of the breach, disciplinary may be action taken which may include termination of your employment or engagement with the College.

Suspected criminal offences will be reported to the police.

4. CONCERNS OR COMMENTS

If you have any concerns about the ICT Code of Conduct please contact the General Manager, Strategic Project Office & Technology on +61 3 9510 6299 or via servicedesk@anzca.edu.au . Requests must be in writing and resolution of concerns will be sought as promptly as possible.

5. CHANGES TO ANZCA ICT CODE OF CONDUCT

The College may modify or amend this policy at any time. Formal notice of amendments will not ordinarily be given, but the current ICT code of conduct will be available via the College website www.anzca.edu.au or College corporate policy register (G:\Policies) or by contacting the College on +61 3 9510 6299.

6. RELATED DOCUMENTS

- ANZCA Mobile Phone Policy
- ANZCA ICT Security Policy
- ANZCA Electronic Communications Policy
- ANZCA Social Media Policy

7. DEFINITIONS

SPAM is irrelevant or unsolicited messages send over the internet, typically to a large number of users, for the purposes of advertising, phishing, spreading malware, or causing distraction or annoyance.

9. CHANGE CONTROL REGISTER

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1.0	Strategic Project Office & Technology	Council	April 9, 2016	Created