

## Information Security Policy-Student

This Information Security Policy establishes guidelines for the use of Macedon Ranges Education students who have access to computers and the internet used in their education. This policy emphasises the appropriate use in facilitating communication on campus and outlines the prohibited types of content and the right of Macedon Ranges Education to monitor the student use and content of messages and will impose the necessary disciplinary consequences for the misuse.

This policy area is in a state of legal flux and should be monitored closely for changes in the interpretation and application of laws and regulations as mandated by Macedon Ranges Education. Access to the Internet through Macedon Ranges Education Network is a privilege and all students of Macedon Ranges Education must adhere to the policies concerning Information Security.

### POLICY STATEMENT

1. This policy sets out rules that all Macedon Ranges Education students must follow and abide by when using the Macedon Ranges Education computers, software, programs and other computer-like devices, email, and internet from any Macedon Ranges Education computer, which includes both usage of both the World Wide Web (www) and Macedon Ranges Education's internal intranet systems (Macedon Ranges Education Network).
2. This policy also applies to personal use of the Macedon Ranges Education email system and the applied additional confidentiality and liability conditions to emails.
3. This policy also explains what Macedon Ranges Education may do as an institution to lawfully monitor and report the use of the Macedon Ranges Education network and/or Macedon Ranges Education computer and investigate suspected systems breaches as well as unlawful behaviour.
4. This policy applies to any person who uses the Macedon Ranges Education network and/or computers to access the Internet and e-mail. Where the policy refers to "personnel" or "user" this means any person carrying out work activities of Macedon Ranges Education occupied premises who is not directly employed by Macedon Ranges Education (e.g., students, interns, work placement or volunteers), or any person providing a service to Macedon Ranges Education under contract (independent contractor, consultant, or temporary employee). Collectively referred to as "Macedon Ranges Education Personnel."
5. Access to the Macedon Ranges Education network and/or internet access is provided primarily to Macedon Ranges Education personnel and students to use for the Macedon Ranges Education business and to develop the skills and knowledge of the staff and learners for the benefit of its business objectives. A certain amount of limited and responsible personal use is also allowed.
6. The Internet raises security concerns. The wide range of information available on the Macedon Ranges Education Network, as well as the Internet, and the nature and risks associated with the use of the Internet warrants complete privacy, integrity, confidentiality, monitoring, and proper conduct.

7. Job-related and study-related activities in Macedon Ranges Education include research and educational tasks that may be found via the Internet that would help the student's role and tasks.
8. All sites and downloads may be monitored and/or blocked by Macedon Ranges Education if they are deemed harmful and/or not productive to the business.
9. Data Protection System. Macedon Ranges Education may monitor all user activity on the Internet at the network level for purposes of this policy. Information recorded as part of this automated monitoring process includes user identification, domain names of websites visited, duration of visits, and files uploaded to or downloaded from the Internet. This monitoring may reveal sensitive data about the students that they must be aware of. For example, visits to websites that details the activities of a particular political party or religious group might indicate the political opinion or religious belief of that member of Macedon Ranges Education, or self-help or health advice sites might identify a physical or mental health condition. By carrying out such activities using Macedon Ranges Education Internet access facilities, students consent to Macedon Ranges Education processing any sensitive personal data about them that may be revealed through monitoring.
10. Students who do not consent must take responsibility for the maintenance of their own personal privacy by not using Macedon Ranges Education systems to access this type of information.

## PURPOSE

The purpose of this policy is to define standards for systems that monitor and limit web use from any computer or host within the Macedon Ranges Education Network. These standards are designed to ensure that Macedon Ranges Education assets network and Internet are used safely and responsibly, to ensure the confidentiality, integrity, and reliability of the Macedon Ranges Education Network, and to prevent intrusions into Macedon Ranges Education Network, breaches of personal and sensitive data, and ensure that employee and student web use be monitored or researched in the event of an incident.

## SCOPE

1. This policy applies to all students of Macedon Ranges Education who have access to computers and the internet to use for their education. Use of the Internet by students of Macedon Ranges Education is permitted and encouraged where such use supports the goals and objectives of the course they are studying.
2. This policy applies to all Macedon Ranges Education students and agents within Macedon Ranges Education, all Macedon Ranges Education owned, or personally owned computers or workstations connected to the Macedon Ranges Education Network. This policy on Computer, Email, and Internet Usage applies to all end user-initiated communications between Macedon Ranges Education Network and the Internet which includes web browsing, instant messaging, file transfer, file sharing, and other standard and proprietary protocols.
3. This policy also explains what Macedon Ranges Education may do as an institution to lawfully monitor and report the use of the system and investigate suspected systems

breaches by a student of Macedon Ranges Education or third parties as well as unlawful behaviour.

4. Violation of these policies on Computer, Email, and Internet Usage as mandated by Macedon Ranges Education could result in disciplinary and/or legal action leading up to and including the termination of study with Macedon Ranges Education. Students of Macedon Ranges Education may also be held personally liable for damages caused by any violations of this policy.

## POLICY

### A. Internet and Network Monitoring

1. Macedon Ranges Education will from time to time incorporate intrusion detection capabilities into its Network to provide information relating to unauthorised or irregular behaviour on any Macedon Ranges Education computer, network, or telecommunication system, and also analysing the latter for signs and marks of possible incidents in Macedon Ranges Education to which are violations or imminent threats or violation of computer security policies, acceptable use policies, or standard security practices. This is done to protect Macedon Ranges Education and customer, or client resources and data maintained or stored on the Macedon Ranges Education Network.
2. To protect the integrity of the Macedon Ranges Education Network and the data maintained on its Network, Macedon Ranges Education may monitor Internet usage, network traffic on the Macedon Ranges Education Network as well as all Macedon Ranges Education computers and devices, whether or not connected to the Macedon Ranges Education Network.
3. Because information recorded by automated monitoring systems in Macedon Ranges Education can be used to identify an individual user and show, for example, a website or document that a user has been viewing and the time spent browsing, personnel must not assume privacy in their use of the Macedon Ranges Education systems, even when accessing the systems in their personal time.
4. If Macedon Ranges Education finds inappropriate activity or infestation of a company asset, this information may then be shared with the appropriate Macedon Ranges Education management, legal counsel, and law enforcement personnel. Macedon Ranges Education reserves the right to carry out detailed inspection, make a copy of any Macedon Ranges Education assets or devices containing Macedon Ranges Education data, where warranted, and to reimage any Macedon Ranges Education asset as needed.

### B. Access to Website Monitoring Reports

Authorised Macedon Ranges Education management personnel, the Macedon Ranges Education legal counsel, and law enforcement personnel will have access to all reports and data, if necessary, to respond to a security incident.

### C. Internet Use Filtering System

1. Macedon Ranges Education students shall not access, transmit, upload, download, print, display, or otherwise disseminate the following types of material while on the Macedon Ranges Education Network or while using Macedon Ranges Education assets:
  - Adults/sexually explicit and/or obscene images, data, or other material.
  - Tasteless, defamatory, and/or offensive content.
  - Racially offensive materials.
  - Fraudulent or otherwise unlawful materials.
  - Material that promotes violence, intolerance, and/or hatred.
  - Any data able to be transformed or altered into scandalous or indecent photos or material.
  - Any content or authored documents created with ChatGPT or other AI authoring tool.
  - Any document or content for the purpose of plagiaristic activities.
  - Any document or content that could be considered to breach the Copyright Act.

This also includes obscene language, pornography, hostile material relating to gender, sex, race, sexual orientation, religious, political convictions, disability, or information that would cause or promote incitement of hatred, violence, or any other intimidating material that is designed or could be used against Macedon Ranges Education to cause offence, annoyance, inconvenience, needless anxiety or which would contravene any Macedon Ranges Education policy, in particular equal opportunities or harassment, or break any law.

Macedon Ranges Education students cannot:

- Intentionally circumvent security mechanisms such as cracking passwords of Macedon Ranges Education Network, exploiting system vulnerabilities, or using systems more than granted privileges.
  - Intentionally write, compile, copy, propagate, execute, or attempt to introduce any malicious computer code designed to self-replicate, damage, or otherwise hinder the performance of any computer system of Macedon Ranges Education.
  - Transmit, upload, post, or discuss personally identifiable information, protected health information, or Macedon Ranges Education corporate data with any third party without prior written authorisation from the appropriate Macedon Ranges Education management representative.
2. In addition to the above, the Internet may not be accessed and used for any of the following:
    - Any activity of the student of Macedon Ranges Education that infringes copyright.
    - Transmission of unsolicited commercial or advertising material of Macedon Ranges Education.
    - Deliberate unauthorised access to facilities or services accessible via the Internet as connected with Macedon Ranges Education Network.
    - Corrupting or destroying another user's data.
    - Any activity of the student that would violate the privacy of others.
    - Any activity of the student that would risk bringing the organisation into disrepute or place the trust in a position of liability.

- Any activity of the student that could cause damage or disruption to organisational systems.
  - Any activity of the student that would violate the laws and regulations of Australia or their country of origin if enrolled from another country.
  - Usage of Macedon Ranges Education Internet to run a personal business.
3. Macedon Ranges Education reserves the right to block access to Internet websites and protocols that are deemed inappropriate for the Macedon Ranges Education corporate environment. The following protocols and categories of websites are examples of the types of websites that may be blocked:
- Adult or sexually explicit material.
  - Advertisement and Pop-Ups.
  - Gambling.
  - Hacking.
  - Illegal Drugs.
  - Intimate Apparel and Swimwear.
  - Peer-to-peer file sharing.
  - SPAM, Phishing, and Fraud.
  - Spyware.
  - Tasteless Defamatory, and/or Offensive Content.
  - Racially offensive, Promoting Violence, Intolerance, and/or Hatred.

#### D. Internet Use Filtering Exceptions

If a site is blocked, then Macedon Ranges Education students may only access that blocked site with prior written permission. If any student needs access to a site that is blocked and appropriately categorised, they must submit a request to the Marketing and Technology Co-Ordinator. They will then present all approved exception requests to Macedon Ranges Education in writing or by email, and Macedon Ranges Education will evaluate the request and consider unblocking that site or category.

#### E. Unacceptable Use of the Internet

Unacceptable use of the Internet by Macedon Ranges Education students includes, but is not limited to:

- Sending or posting discriminatory, harassing, or threatening messages or images on the Internet or via the Macedon Ranges Education email service.
- Using the computers to penetrate any form of fraud, and/or software, film, or music piracy.
- Stealing, using, or disclosing someone else's password without authorisation from Macedon Ranges Education CEO.
- Sharing confidential material, trade secrets, or proprietary information outside of Macedon Ranges Education.
- Hacking into unauthorised websites.
- Sending or posting information that is defamatory to Macedon Ranges Education, its products or services, colleagues, and/or customers.

- Introducing malicious software onto Macedon Ranges Education Network and/or jeopardising the security of Macedon Ranges Education's electronic communications systems.
- Sending or posting chain letters, solicitations, or advertisements not related to Macedon Ranges Education's purposes or activities.
- Passing off personal views as representing those of the Macedon Ranges Education.

If a student of Macedon Ranges Education is unsure about what constitutes acceptable Internet usage, the person should ask their supervisor or trainer for further clarification and guidance.

## ENFORCEMENT

All students are expected to report suspected violations of this policy to the Macedon Ranges Education management.

Any student of Macedon Ranges Education found to have violated this policy may be subject to disciplinary action, up to and including the termination of enrolment from Macedon Ranges Education.

All the terms and conditions as stated in this document apply to all students of Macedon Ranges Education network and Internet connection. All terms and conditions as stated in this document reflect an agreement of all parties and should be governed and interpreted in accordance with the policies and procedures mentioned above and set forth by Macedon Ranges Education. Any user violating these policies is subject to disciplinary actions deemed appropriate by Macedon Ranges Education.

## AMENDMENTS

This Macedon Ranges Education Policy may be amended or revised from time to time. The most current version is the one available on the website [www.mymre.com.au](http://www.mymre.com.au) and unless otherwise stated in a respective amendment or revision text, compliance with amendments and revisions will be enforceable immediately.

## ACKNOWLEDGMENTS

### Students

Are provided with a copy of the policy in the Student Information Guide and via the Macedon Ranges Website [www.mymre.com.au](http://www.mymre.com.au).

Students acknowledge and agree to this policy as part of the Terms and Conditions of Enrolment.

## Version Control

This document is under version control.

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