



ICT Services

DECD ICT Acceptable User Agreement

The use of DECD ICT resources is governed by DECD and Government policies. These policies are in place to protect DECD information assets from a range of threats including loss, corruption, disclosure, theft and interruption of services.

This user agreement applies to all staff (which includes contractors and temporary employees), who have computer access at DECD corporate sites, and is to be completed by all users before they are given access to DECD ICT facilities.

The signed form must be retained by the DECD Authorising Officer.

IMPORTANT: you must read and understand the documents and policies referenced in this user agreement, please contact the ICT Service Desk for assistance in obtaining copies.

Users of DECD ICT facilities must::

1. Understand and adhere to the requirements of the DECD Policy - ICT Security, which is published on the DECD intranet.
2. Use DECD ICT facilities in an appropriate and professional manner according to the Code of Ethics published by the Commissioner for Public Employment.
3. Understand and adhere to the requirements of the DECD Policy - Internet Access and Use and the DECD Policy - Email Access and Use, both published on the DECD intranet.
4. Follow the directions of ICT Service Desk relating to their use of DECD ICT facilities.
5. Specifically, the access, transmission, retrieval, storage and/or display of:
 - sexually explicit material;
 - hate speech or offensive material;
 - material regarding illicit drugs or violence;
 - material regarding criminal skills and/or illegal activities;
 - material of a defamatory, discriminatory or harassing nature;
 - is strictly forbidden if that material does not form part of a legitimate educational inquiry.

Violations of this policy, depending on severity and nature, may result in reprimand, loss of ICT access privileges, termination of employment or any other appropriate disciplinary action.

USER DECLARATION

By using DECD ICT facilities I acknowledge and agree to the above terms and conditions. I have read and understood the requirements of the:

- DECD Policy - ICT Security;
- DECD Policy - Internet Access and Use; and
- DECD Policy - Email Access and Use.

I undertake to ensure that my PASSWORD is kept confidential, and acknowledge that unauthorised use of my personal USER ID may result in the integrity of the system being compromised. I further accept that I am responsible for ensuring my personal USER ID is not shared and is only used for proper and authorised activities, and am accountable for any actions undertaken using my USER ID.

I also understand that DECD/DTEI monitors email and Internet activity undertaken by users who have access to resources provided by DECD.

I have read and understand this user agreement and I will observe and be bound by its conditions at all times.

Signature:

Name:

Date: