Resource Access and Usage Policy

Supporting plans, policies and procedures	• Academic Integrity and Academic Misconduct Policy and Procedure • Admissions and Enrolment Policy and Procedure • Bullying, Harassment, Discrimination, Sexual Assault and Sexual Misconduct Policy and Procedure • Code of Conduct • Conflict of Interest Policy • Critical Incidents Business Continuity Policy and Procedure • Facilities, ICT Infrastructure and Resources Policy • Health and Safety Policy and Procedure • Library Policy • Records, Data and Information Management and Security Policy • Risk Management Policy • Staff Complaints and Appeals Policy and Procedure • Student Complaints and Appeals Policy and Procedure •
Related legislation and references	• The Higher Education Standards Framework (Threshold Standards) 2021 • Tertiary Education Quality and Standards Agency (TEQSA) Act 2011
Version	3.1
Approved by	Board of Directors at its meeting on AB: 28/10/2024 BoD: 23 May 2024
Date approved	28 10 2024
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Document Review	This document is to be reviewed at least every three years from the date of final approval.

Version	Review Date and Person/Body	Notes
0.1	Draft prepared by CEO and approved at 7 January 2020 Board of Directors meeting	
1.0	Reviewed by Learning and Teaching Committee (LTC) on 4 February 2020	The LTC recommends that the AB approve this policy
1.1	Presented to Academic Board on 18 February 2020 for approval	
2.0	Approved by Academic Board on 18 February 2020	Added reference to the Records, Data and Information Management and Security Policy
2.1	Reviewed and approved at 20 October 2020 Academic Board meeting	Minor amendments following comments from external reviewers
	Reviewed and approved at 28 October 2020 Board of Directors meeting	
3.0	Reviewed and approved by the Board of Directors and Academic Board via email circulation on 23 July 2021	Updates made following the response to the TEQSA Request for Information 23 July 2021

3,1	Reviewed and approved by the Board of Directors at its meeting on AB: 28/10/2024 BoD: 23 May 2024	Minor revisions pursuant to scheduled review cycle.

Background and Scope

This policy outlines acceptable and unacceptable usage of MIHE's resources and the consequences that may follow a breach. This policy applies to all MIHE visitors, students, staff, contractors and consultants (hereafter referred to as stakeholders). It is the responsibility of each of these individuals to comply with this policy as a condition to access to MIHE's resources.

Definitions

Refer to Glossary of Terms.

Policy

MIHE provides resources to support MIHE visitors, students, staff, contractors and consultants as part of their work and/or experience with MIHE. Resources can include any physical (such as hardware, furniture, equipment, etc.) or non-physical resource, or access to any resource (such as software, internet/email access, etc.) provided by MIHE. Also, refer to MIHE's *Facilities, ICT Infrastructure and Resources Policy*.

This policy should be read in conjunction with the *Records, Data and Information Management and Security Policy* which sets out the guidelines for all MIHE staff to abide by at all times to ensure the safety and security of all records and data collected by MIHE.

Staff and students are expected to:

- Utilise MIHE provided resources in an appropriate and safe manner that does not damage or impair the resources; and
- Consider their safety and the safety of others when utilising MIHE provided resources and must not utilise resources if there is a safety concern.

Staff are expected to use MIHE provided resources to support the execution of their duties and responsibilities of their positions as employees, contractors or consultants. Students are expected to use MIHE provided resources to engage in study, related activities as students and/or in other authorised activities.

MIHE provided resources must not be used for any purpose that breaches any law or MIHE *Code of Conduct*, policies or procedures. MIHE provided resources must not be used to:

- Access, utilise, download or distribute: any illegal or offensive material, such as sexually explicit material or any material that may offend others; hate speech; materials regarding illicit drugs,

violence, terrorist activity, criminal skills, and/or illegal activities; and gambling or gaming software or apps.

- Introduce any form of software virus or malware onto computers, laptops, tablets, mobile phones or the MIHE network more generally.

The provision of MIHE:

- email addresses must **not** be used for unauthorised purposes or to act or purport to act on behalf of MIHE without proper authority;
- material, such as learning material and assessments, must **not** be copied or distributed without express written consent from MIHE; and
- password or login details must **not** be shared with another person

All users must comply with the MIHE *Privacy Policy*. MIHE may conduct regular or random audits as part of its compliance process. Audits may include monitoring and accessing login and access data, closed circuit television videos or other means to monitor adherence or breaches of this policy, provided that monitoring does not breach Commonwealth or State laws relating to surveillance or privacy.

All users must demonstrate respect towards others while accessing online forums including social media networking websites, mailing lists, chat rooms and blogs. Bullying or harassing others in social media may be subject to disciplinary action pursuant to the Code of Conduct.

The contents of this policy will be covered in staff induction and student orientation sessions, and on an as required basis further information disseminated to all stakeholders. Once informed of the contents of this policy, stakeholders consent to MIHE monitoring their use of resources for the purpose of ensuring compliance with or identifying breaches to this policy.

In the event of damage being caused through the inappropriate, unlawful or reckless use of MIHE provided resources, MIHE may recover the costs from the person(s) that caused the damage. MIHE may suspend or restrict access to an authorised User's account in the event of a breach of this policy; however, staff and students may appeal such decisions pursuant to the relevant policies and procedures.