

USE OF TECHNOLOGY POLICY

For those involved in a Sydney College of Divinity (SCD) degree or course, SCD Policies and Procedures also apply. Where there is a conflict between this policy and the SCD policies, the SCD policies should be followed.

Purpose

This policy outlines the principles, requirements and procedures which guide use of information and communications technology at Te Kupenga.

The policy should be read in conjunction with other policies that bear on the employment relationship, particularly Employment, Health and Safety, and Disputes, Complaints and Legal Protections.

Scope

This policy applies to those with a direct employment relationship with Te Kupenga, whether permanent or fixed-term, and to those who contract, are seconded, or volunteer with Te Kupenga. The term 'personnel' is used in the policy to refer to these groups.

Principles

Foundational principles governing use of technology within Te Kupenga are:

- Te Kupenga expects personnel to communicate with each other, students and others outside Te Kupenga using technology in a professional and courteous manner which reflects well on the organisation and the church
- Work communications tools and technology are primarily for work purposes

Safe practice

Te Kupenga expects personnel to demonstrate safe and responsible practice in their workplace communications and use of the associated technology. Important aspects of safe practice include:

General

- Keep passwords and other access details secure and change them when prompted. Avoid simple letter and number combinations or obvious passwords
- Do not make Te Kupenga tools and technology available to others
- Digital communications form part of the official records of Te Kupenga and can be discoverable in the event of legal processes, so should be handled accordingly
- Do not open attachments in emails from an unexpected source or with an unusual message – if in doubt, check with a colleague. Should any personnel member open a suspicious attachment by mistake, that must be reported immediately to their manager or the Operations Manager.
- Personnel must observe copyright law and licensing requirements when accessing digital resources online with the intention of using them for business purposes (including teaching and research) or publishing digital versions of printed resources through a Te Kupenga site or channel. Te Kupenga operates under an Education Licence from Copyright Licensing New Zealand, which sets out clear boundaries for fair use of both physical and digital material,

including liturgical music. This includes acknowledging the source of any copyrighted material. For specific guidance, go to <https://www.copyright.co.nz>

- Personnel must also take reasonable precautions and exercise prudent judgment in using the internet, through search, browsing, accessing or sending links or endorsing other's material or views. Risks to be aware of include scams, malware, viruses, hacking and inappropriate endorsements. If in doubt, seek advice. Remember that all business use of the Internet, or personal use in worktime or through workplace tools and channels may be viewed as carrying the endorsement of Te Kupenga as an official church agency. For general guidance on safe internet use, visit <https://www.netsafe.org.nz>.

Mobile phones

- Te Kupenga may provide personnel with a mobile phone and/or contribute to their call plan in recognition of required business use.
- Any phone number allocated by Te Kupenga belongs to Te Kupenga.

Reasonable personal use

Te Kupenga recognises that some personal use of Te Kupenga communications tools and technology will occur. 'Reasonable personal use' during business hours means during break times or for brief periods while undertaking business tasks.

Personnel with a mobile phone plan are expected to reimburse data or call charges incurred outside the normal run of business and reasonable personal use.

Inappropriate practice

Te Kupenga will treat as possible serious misconduct, possibly leading to disciplinary action, which may result in dismissal:

- Any use of its communications tools and technology, whether for business or personal reasons, which includes, but is not limited to:
 - Abusive, violent or other inappropriate language
 - Images, messages or activity of a racist, sexist, bullying, violent, pornographic or offensive nature
 - Illegal or criminal activity
- Posting comments critical of Te Kupenga or its personnel through social networks, or any other online activity which is inconsistent with the values of Te Kupenga, reflects adversely on Te Kupenga or has the potential to bring the Church into disrepute. This includes activity using work or personal devices or profiles
- Any online activity which contradicts information directly given for their work (eg, the personnel member said they were sick and are seen doing a recreational activity).
- Any unauthorised duplication or alteration of software or digital material licensed to or owned by Te Kupenga, or unauthorised download or installation of software or applications or any attempt to alter hardware configurations on Te Kupenga-owned devices
- Excessive personal use entailing significant work time or cost.

Te Kupenga recognises that in some circumstances, personnel might have a valid research, teaching or resource development reason for accessing material that could be considered objectionable – such as reviewing pornographic material in the context of developing or revising the sexuality programme delivered in Catholic schools. Should such circumstances arise, personnel should:

- Discuss with their manager before accessing the material and gain agreement that there is a valid and defensible reason for access
- Discuss and agree the scope of the proposed inquiry into the material
- Discuss and agree the measures to put in place to mitigate the risks of accessing the material, including adverse impacts on psychological and emotional well-being

- Confirm with their manager whether any restriction has been placed over the material by the Office of Film and Literature Classification and, if need be, apply for an exemption to view the material.

Failure to follow these steps will be treated as serious misconduct, possibly leading to disciplinary action, which may result in dismissal.

Approval & Review

The Te Kupenga Use of Technology Policy is subject to the normal three-yearly review by the Governance Board.

Reviewed: 29 September, 2020

Next review: September 2023