

# IT policy

**1. OVERVIEW**

This policy applies to Graduates studying with the Leo Cussen Centre for Law (Leo Cussen) in the Graduate Diploma in Legal Practice (GDLP).

The policy sets out requirements which apply to use of IT tools, such as telecommunications equipment, computer hardware and software, the internet and email.

This policy may be reviewed, varied, added to or withdrawn by Leo Cussen at any time, at the Leo Cussen's absolute discretion.

**2. APPLICATION OF THE POLICY**

This policy sets out what Leo Cussen considers is acceptable use of information technology tools and applies to all Graduates using these tools.

These tools include the following:

- IT equipment and accounts;
- email accounts;
- Leo Cussen computers;
- Leo Cussen supplied software and network tools (such as browsers and internet access facilities and including online learning systems and other learning resources); and
- lecture theatres and video conferencing rooms (together referred to as IT tools).

**3. ACCEPTABLE USE**

In the course of your training at Leo Cussen, you may use IT tools to communicate with your mentor, other Graduates and other staff. Leo Cussen provides you with IT tools to facilitate communications and to enhance your productivity.

There may be occasion to use these IT tools for personal purposes. Reasonable personal use is permitted so long as it does not breach this policy, interfere with the performance of your work, consume significant resources, give rise to more than nominal additional costs, or interfere with the activities of other Graduates.

For the avoidance of any doubt, the use of any privately owned IT tools at Leo Cussen must not contravene the acceptable usage requirements outlined in this policy and any other related Leo Cussen policy.

Additional circumstances in which the use of IT Tools is not acceptable are set out below.

**4. PROHIBITED USE**

Under no circumstances shall Leo Cussen IT tools be used inappropriately, including for the following purposes:

- for personal financial gain or profit;
- to solicit others for activities unrelated to Leo Cussen's business;
- in connection with political campaigns or lobbying;
- to carry defamatory, obscene or offensive material;
- to access and/or download pornographic material;
- for gambling or other gaming;
- in connection with any infringement of another person's intellectual property rights (eg copyright, moral rights);
- to reveal or publish Leo Cussen's proprietary, classified or confidential information;
- to represent personal opinion as that of Leo Cussen;

- in connection with any attempt to penetrate computer or network security of any company or other system, or unauthorised access (or attempted access) to any other person's computer, email or voicemail accounts or equipment;
- in connection with the violation or attempted violation of any other law;
- to transmit any material in violation of any law or damaging to a person's or the Institute's reputation; or
- in breach of Leo Cussen Graduate Behaviour Policy (see below).

## **5. BREACH OF THE GRADUATE CONDUCT POLICY**

Inappropriate use of IT tools may constitute discrimination, sexual harassment, victimisation or bullying in breach of the Institute's Workplace Behaviour Policy, warranting appropriate disciplinary action.

Examples of unacceptable content of work related communications through use of IT tools include:

- sexually explicit messages, images, cartoons, jokes, or downloaded material and links to the internet;
- unwelcome propositions, requests for dates or love letters;
- profanity, obscenity, slander or libel;
- ethnic, religious or racial slurs;
- political beliefs or commentary;
- gossip, including comments on the physical appearance of other Graduates, members of staff, instructors or contractors and innuendo or rumours, whether they are a recipient of the message or not;
- comments of a sexual, sexist or racist nature or making inferences or comments about a person's sexual preferences; and
- degrading comments, whether based on race, disability, sex etc.

Your intention in writing, storing or sending a message is irrelevant. If the message on your system or sent by you offends, humiliates or intimidates another person it may breach this policy, the Workplace Conduct Policy and relevant legislation.

Leo Cussen and/or individual Graduates may be held liable for the content of messages held on their system or sent by them which are offensive. Copies of IT tool messages may be requested by external tribunals as discoverable documents in any litigation.

## **6. UNSOLICITED COMMERCIAL ELECTRONIC MESSAGES (SPAM)**

You must not send unsolicited commercial electronic messages (SPAM) using IT tools.

You must not use IT tools to supply or offer to supply a harvested address list (a list, collection or compilation of electronic addresses) to any third party.

## **7. RECEIPT OF MESSAGES**

The potential exists for inappropriate communications to be received by a Graduate (both internally and externally). This may be material out of the individual's control. However, storage, further internal or external distribution of such messages should not occur. The mere forwarding of inappropriate messages or content may be sufficient to breach this policy and/or relevant legislation. It is not necessary for the sender of the message or content to have created it.

A Graduate must take steps reasonably available to them to prevent inappropriate messages to be forwarded to them through Leo Cussen IT tools, and must not encourage inappropriate messages to be forwarded.

## 8. COMPUTER SECURITY

### 8.1 Passwords

Leo Cussen computer network is protected by a logon process which consists of a user ID and password. You will set your password at the beginning of the GDLP.

You must not:

- use another person's username and password;
- allow others to use your username and password;
- divulge your username and password to anyone (with the exception of authorised IT staff), including family members or friends, even if you are accessing IT tools from home; or
- write your password down anywhere where it may be associated with your user ID.

If you suspect that someone else has access to your password it must be changed as soon as possible. Please refer to the Plagiarism Policy.

Subject to the above, a Director or nominated IT staff may request your password and/or log in details for access to the system.

## 9. MONITORING

The use of IT tools is not private and may be reviewed by Leo Cussen at any time for breach of Leo Cussen policies and procedures.

Such monitoring may be conducted by performing regular and continuous scans or random or intermittent checks. Monitoring may include noting and recording participants, location, content, dates, times and actions taken.

Specific monitoring of Graduate's use of IT tools can only be authorised by the HR Manager or the Executive Director.

For security, network maintenance and audit purposes, authorised individuals within Leo Cussen may monitor IT tools, equipment, systems (including information held on these systems) at any time.

Electronic information (including emails and internet websites) accessed or delivered that may breach Leo Cussen's policies may be blocked where Leo Cussen believes it is necessary and permitted by law. Such blocking will be conducted in accordance with relevant laws.

Information gained from monitoring may be made available to Human Resources, and the Director GDLP if activity that breaches Leo Cussen policy is suspected or reported.

## 10. COMPLAINTS

A Graduate should raise concerns about inappropriate use of the IT tools with the Director GDLP.

A Graduate has the right to complain to an EO Contact Officer, Manager or Director about the inappropriate use of IT tools or if they believe a communication is offensive, humiliating or intimidating.

Graduates are also encouraged to advise the sender of a communication that they believe it is offensive or inappropriate, if appropriate.

**11. BREACH OF THIS POLICY**

If a complaint in relation to use of IT tools is substantiated, appropriate disciplinary action will be taken against the Graduate concerned. This may include counselling, warnings or termination of enrolment.

**12. RELATED POLICIES**

Graduates are encouraged to read this policy in conjunction with other relevant policies, including:

- the Graduate Conduct Policy;
- the Social Media Policy; and
- the Privacy Policy

**13. QUESTIONS ABOUT THIS POLICY**

Any questions about this policy should be referred to the Director of GDLP.

**14. REVIEW DETAILS**

This policy was approved by the Management Committee of Leo Cussen on 1 October 2012 and revised and approved on 4 December 2013, reviewed 28 July 2022.