



Policy and Procedure for Acceptable Computer and Internet Use

Date Approved/Endorsed: 19/06/2026

Next Review: 19/06/2028

1 Objective

The Policy and Procedure for Acceptable Computer and Internet Use is applicable to all staff and students at Central Regional TAFE (CR TAFE), and third parties who require authorised access to the CR TAFE's computing facilities.

2 Policy

2.1 Access to CR TAFE Computing Facilities

2.1.1 Staff and Third Parties

2.1.1.1 Computer and Internet access will only be made available to staff employed by the CR TAFE. Third Party access may be granted under certain conditions.

2.1.1.2 Staff who do not have access to a dedicated computer will be given access to a shared device.

2.1.2 Students

2.1.2.1 CR TAFE computing facilities are available for student use through the CR TAFE computing classrooms, student hubs, CibaTek and Library.

2.1.2.2 Users shall not move, modify, damage, or dispose of any computer equipment provided by CR TAFE unless authorised to do so by the Manager Information Services and Technology (MIST).

2.1.2.3 Users shall not connect any item of computing equipment to or install any software on any computer equipment of CR TAFE unless permitted to do so by Information Services and Technology or the MIST.

2.1.2.4 Users shall not use or copy any software which has been unlawfully obtained or is unlicensed by CR TAFE, on any CR TAFE computer (see [Purchase and Use of Software](#) for more detail).

2.1.2.5 A member of CR TAFE staff may examine any data stored on, or any software used in connection with a CR TAFE computer, for the purpose of ensuring that the use of that computer complies with the conditions imposed for its use by CR TAFE.

2.1.2.6 Information Services and Technology will manage internet access, content and behaviour using appropriate software applications in accordance with CR TAFE policies. Where appropriate CR TAFE reserves the right to log all user computer related activities

2.2 Internet Use and Network Etiquette

2.2.1 A student requiring computer access outside normal class time can use computers provided in CibaTek located in the Library at the Geraldton campus. CibaTek is a 24/7 computer facility available to students enrolled in a course at CR TAFE. Students can apply for access to CibaTek for after-hours computer usage from the library.

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- 2.2.2 Users cannot use or attempt to use Internet access provided by CR TAFE for inappropriate or unacceptable material.
- 2.2.3 The copying and/or redistributing of a person's work without his or her permission is an infringement of copyright. A person's work should not be used without correct acknowledgement.
- 2.2.4 Users must be respectful, accurate and use appropriate written expression, such as would be acceptable in a written CR TAFE assignment, in all communication with others. Improper use may constitute an offence under the Crimes Act 1914 (Cth).
- 2.2.5 Users must abide by the generally accepted rules of network etiquette, including:
- Be polite and do not be abusive of others.
 - Do not swear, use vulgar or inappropriate language.
 - Do not engage in illegal activities.
 - Remembering while at CR TAFE electronic mail is never 100% private and authorised people can access your email history. Secrecy and security of messages cannot be assumed and any messages relating to or in furtherance of illegal activities may be reported to the appropriate authorities.
- 2.2.6 A breach of the conditions in this policy will result in the suspension of access to the Internet. If multiple breaches occur the Managing Director may proceed with disciplinary action which may include termination.
- 2.2.7 CR TAFE gives no warranties of any kind, in respect of the Internet Service provided and accepts no liability or responsibility for any loss, injury, damage, cost or expenses suffered or incurred by users, including (without limitation) loss of data, delays, non-deliveries, or service interruption whether resulting from service faults or defects or the negligence, error or omission of any person or body.

2.3 Computer Security and Responsible Use

- 2.3.1 Computing facilities at CR TAFE are primarily set up for educational related activities and research. User's Internet accounts are not to be used to search for material, which is unrelated to the educational ethos of CR TAFE.
- 2.3.2 Do not allow others to access or use your account. Users are responsible for all activity initiated on or from CR TAFE computers from their accounts, unless there is clear evidence that another person has gained access without the user's permission.
- 2.3.3 Users must set secure passphrases for their accounts, keep them secret and are advised to change them regularly. Student passphrases have a minimum length of 14 characters with no other complexity requirements. Student passphrases remain current for 180 days. Staff passphrases must have a minimum length of 14 characters with no other complexity requirements. Staff passphrases remain current for 365 days. The user's login name, first name or surname is not permitted as part of a passphrase. Passphrases are unique for 8 changes. Account lockout will occur after five (5) failed login attempts.

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- 2.3.4 Users must obey directions contained in all official CR TAFE notices posted in public areas (library and classrooms).
- 2.3.5 Users must respect the privacy of others. The ability to read or modify a file belonging to another user does not imply permission to do so. Users must not read or alter files belonging to others, without their permission.
- 2.3.6 Users must not create copy, download, store, transmit or execute illegal, harmful or malicious software on CR TAFE computers. This includes unauthorised copies of copyright software (see [Purchase and Use of Software](#) for more detail).
- 2.3.7 Users must not attempt to gain unauthorised access to computers or other equipment in or outside the CR TAFE. The ability to gain access does not imply any right to do so, and users must not connect to any system without proper authorisation from the owners of the system.

3 Procedures

3.1 Student Enrolments and Technology Support

- 3.1.1 Upon enrolment students are to be provided with a Student ID number.
- 3.1.2 New Student Computer Accounts are automatically created within 24 hours and assigned a passphrase using the student's date of birth expressed as tafewaddmmyyyy. Students will be requested to change their initial passphrase at first login.
- 3.1.3 All students have free access to student hubs and CibaTek computer facilities (Geraldton and Northam campus). Students must apply through the library to gain access after normal class hours. After hours access is only available at the Geraldton campus.
- 3.1.4 Students shall read and accept this policy before logging into CR TAFE computer facilities.

3.2 Staff Computer Access and Account Creation

- 3.2.1 New employee details are forwarded from People and Culture to Training Business Services (TBS) who add them into Empower HR. Once added to Empower the user account is automatically provisioned into the TAFE Identity Management System and Active Directory.
- 3.2.2 On receipt of the employees new Staff ID from TBS, People and Culture forwards induction material to the new employee and Line Manager. After confirmation from the Line Manager, Information Services and Technology staff then assign the necessary rights, groups, and access to the employee's account.
- 3.2.3 Staff requiring external access to CR TAFE services that are not natively accessible when off campus need to submit a helpdesk service request with their Line Managers approval. Helpdesk staff will action the request and review remote access upon notice of cessation or change of employment status.
- 3.2.4 Network Service Account changes are made by submitting a service request. All changes will be reviewed and authorised by the MIST.

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- 3.2.5 Employees shall read and accept this policy to gain access to CR TAFE computer facilities.

3.3 Third Party Computer Access

- 3.3.1 In the event that logins are required to facilitate third party computer and Internet access these conditions will apply:

- No third-party accounts are to be created without permission from the MIST. Any approved temporary third-party accounts will be time sensitive and set to expire when the work is scheduled to complete. All activities associated with third-party accounts will be logged and in the majority of cases will identify the end user.
- Third parties shall read and accept this policy to gain access to CR TAFE computer facilities.

- 3.3.2 Third party accounts can be requested via a Service Desk request.

4 Definitions

Users – Any student, staff member or third-party person using the computing facilities at Central Regional TAFE.

Third Party – Any person, or individual not enrolled as a student in a recognised CR TAFE course as listed in the scope of accredited National courses or not employed under the Central Regional TAFE Western Australian Government certified employment contracts or agreements.

MIST – Manager Information Services and Technology

5 References

[Crimes Act 1914](#) (Cth)

[Purchase and Use of Software](#)

[Employees ICT Security.docx](#)

[CRT Student Code of Conduct](#)

[Staff Code of Conduct](#)

6 Documentation

Nil

7 Responsibilities

Responsible Director	Director Capability, People and Culture
Responsible Officer for implementation and monitoring	Manager Information Services and Technology
Approved by	Manager Information Services and Technology
Endorsed by	N/A

8 Revision History

Review date	Amendment details
23/09/2021	Minor updates to the password requirements and temporary account terms. Addition of student hubs and service request links.

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02/03/2022	Addition of 3.2.4 network service account procedure including link to new service request. Minor wording changes to Third-party computer access. <i>*Review timeframe is set to annual reviews as per request from Manager Information Services, 02/12/2021.</i>
14/08/2023	Minor changes to wording and paragraphing in all sections.
22/04/2024	New student password restrictions and staff title updates.
30/06/2025	Passwords changed to passphrases and branch title updates (eg HR) after revitalisation.
24/06/2026	Minor change; Updates: Remove policy numbers, minor wording updates, updated references/links to relevant policies. Update College to CR TAFE.