

MENZIES INSTITUTE OF TECHNOLOGY

POLICY SUMMARY FOR STUDENTS

MITP26 - IT Resources and Usage Policy

VERSION: 10

LAST REVIEWED: 2025

NEXT REVIEW: 2028

PURPOSE OF THIS POLICY

This policy governs the use of all IT resources at Menzies including computers, internet, email, software, online learning platforms, and network services. It ensures these resources are used securely, appropriately, and in compliance with legal requirements. The policy protects your personal information, maintains system security, and ensures IT resources are available for educational purposes.

KEY SECTIONS OF THE POLICY

1. Acceptable Use: IT resources are provided for educational purposes. Limited personal use is allowed if it doesn't interfere with studies or operations. 2. Security Requirements: You must use strong passwords, enable multi-factor authentication, never share login credentials, log out when finished, and report security incidents immediately. 3. Prohibited Activities: No accessing inappropriate content, no unauthorized software installation, no attempting to bypass security, no cyberbullying or harassment, and no copyright infringement. 4. Data Protection: Your personal information is protected according to privacy laws. Store files in authorized locations (OneDrive, Google Drive, Dropbox as approved). 5. Email and Internet: Professional use required, phishing awareness essential, email monitoring for security purposes.

KEY POINTS FOR STUDENTS

✓ Use strong, unique passwords and never share them with anyone. ✓ Always log out of computers and systems when finished. ✓ Don't download or install unauthorized software. ✓ Report suspicious emails, links, or security concerns immediately. ✓ Use IT resources responsibly - they're for your education. ✓ Limited personal use is okay, but studies come first. ✓ Cyberbullying or harassment online is treated the same as in-person. ✓ Save your work regularly in authorized cloud storage locations.

CONTACT INFORMATION

IT support and questions: IT Officer: 1300 244 002, info@menzies.vic.edu.au .

For security incidents: Report immediately to IT Officer or Student Services.

Related policies: MITP33 Privacy Policy, MITP31 Student Records Management, MITP20 Health and Safety.

This is a summary only. The full policy contains detailed procedures and responsibilities. You can request the full policy from Student Services.