

# TAFE NSW – Hunter Institute



## *Computer Users' Code of Conduct*

### **Disclaimer**

Hunter TAFE and TAFE NSW make available to users a wide range of data and information facilities and services. The Hunter Institute accepts no responsibility for any damage or loss of data arising directly or indirectly from the use of any of these facilities or for any consequential loss or damage. Hunter TAFE and TAFE NSW make no warranty, express or implied, regarding the computing facilities offered or their fitness for any particular purpose.

The Department conducts surveillance and monitoring of its email and online systems to ensure the ongoing confidentiality, integrity and availability of business and education systems. Monitoring will be conducted in accordance with NSW Workplace Surveillance Act 2005.

Using the Department's Internet, online and email systems to seek out, access or send any material of an offensive, obscene, pornographic, threatening, abusive or defamatory nature may result in disciplinary or legal action. Further information is available from the Department's:

- [Code of Conduct](#);
- [TAFE Use of Internet and Intranet Services](#); and
- [Employer Communications Devices Staff Use Policy](#) .

Personal information must only be accessed, collected and used in accordance with the NSW Privacy and Personal Information Protection Act 1998 and related departmental policies. Copies of related departmental policies can be found on the Department's [policies and procedures](#) website. Failure to comply with these requirements may result in disciplinary or legal action.

**Note:** Replying to unsolicited advertising email material (known as spam) or attempting to remove your email address from any mailing list may result in more unsolicited email. Further information is available on the Department's [Dealing With Spam](#) website.

If you receive:

- offensive material – notify your teacher/manager who will assess the material and take appropriate action;
- unsolicited advertising material from an unknown source - delete it, preferably without opening it;
- other inappropriate material from a known source – advise the sender that you do not wish to receive that type of material.

### [Code of Conduct Policy](#)

The Code of Conduct clarifies the standards of behaviour that are expected of DET staff in the performance of their duties. It gives guidance in areas where staff need to make personal and ethical decisions.

[The Online Communication Services Acceptable Usage – TAFE NSW](#) policy defines the standards for the acceptable use of TAFE NSW internet and email services by TAFE NSW staff, students and users who may be authorised to use these services.

- TAFE NSW internet and email services are provided for the advancement of the work of TAFE NSW staff and the education of TAFE NSW students.
- Staff shall also comply with the following policies:
  - [Use by Staff of Employer Communication Devices](#)
  - [Code of Conduct Policy](#)
- Students in breach of the TAFE NSW Internet and email Services Code of Expected User Behaviour shall be dealt with under the TAFE [NSW Student Discipline Policy](#)

### [Employer Communication Devices Staff Use Policy](#)

This policy statement confers certain privileges and details certain responsibilities in relation to employee use of the Department's communication devices (such as telephones, mobile phones, computers, personal digital assistants (PDAs), facsimiles, the Internet and email). The terms and conditions contained in this policy document apply to all Department of Education and Training employees including Technical and Further Education (TAFE) and Adult Migrant English Services (AMES) employees and all casual, temporary and contract staff.