



Australian Sports Commission ICT Conditions of Use Policy

Use of ICT services

Australian Sports Commission (ASC) system users must make all reasonable efforts to ensure their use of ICT services complies with the ASC Code of Conduct, this Policy and all relevant Australian government acts, regulations and determinations.

ASC system users must not engage in any of the following:

- placing any ASC information at risk such as using unapproved cloud service, or transferring data from ASC systems without approval
- intentional damage of physical and/or software assets or ICT services
- creating, downloading, uploading, distributing or transmitting any content that is unlawful, harmful, threatening, abusive, harassing, bullying, tortuous, defamatory, vulgar, obscene, libellous, invasive of another's privacy, hateful, or racially, sexually, ethnically or otherwise objectionable or vilifying
- downloading or accessing material that you do not have the legal right to access
- violating a software licence
- unauthorised access
- obtaining or attempting to obtain a higher level of access to a service without authorisation
- using another user's computer logon account or attempting to discover any other user's password
- attempting to modify service facilities, illegally obtain extra resources, degrade the performance of any service or attempt to subvert the restrictions associated with any ICT service
- sending bulk unsolicited communication
- using ICT Services for personal gain or favour
- using more than a reasonable level of personal use
- any other unlawful activity.

Information Security

The ASC is, where appropriate, compliant with the Australian Government Information Security Manual (ISM) and the mandatory INFOSEC requirements within the Australian Government Protective Security Directive Framework (PSPF). ASC compliance is guided by the ASC ICT Security Risk Management Framework. System users are required to comply where advised with all security measures to maintain ASC compliance.

Unless otherwise approved, for ICT security reasons ASC email addresses must not be used to subscribe to private subscriptions and other like services (e.g. online ticket services, bill payments) and must never be used as 'recovery email' addresses for any other services. Subscribing to mailing lists and other like services using ASC ICT resources must be for ASC purposes or professional development reasons only and a different password must be used for all such purposes.

System users must also ensure their use of ICT Services complies with their responsibilities regarding ASC information confidentiality under the ASC Privacy Policy and other relevant ASC policies.

System users must not conduct ASC business using unauthorised communication/data transfer tools and services unless such usage has been approved by the CEO. System users should use caution and minimise the connection of ASC computing assets to open Wi-Fi networks as they are inherently insecure.



Competent Use of ICT Services

System users should ensure that they are competent in the use of ICT Services. In particular users should:

- create and maintain secure passwords for accessing ICT Services
- ensure they store corporate information in approved ASC repositories
- take all reasonable steps to prevent loss, theft, unauthorised access, interception or corruption of ASC information or data
- take all reasonable steps to secure ICT equipment against loss, theft or damage.
- ensure electronic devices are placed in the lock state when being left unattended by the logged in user

Monitoring and Compliance with Use of ICT Services

ICT Services usage is logged and monitored. Authorised Persons may access or monitor ASC ICT resources at any time without notice to the user. This includes, but is not limited to, use of ASC email systems, and other electronic documents and records and applies to the use of ASC ICT resources for personal use. However, Authorised Persons must follow the approved process and authorisations. Breaches will be addressed in accordance with the ASC Code of Conduct.

Electronic communications created, sent or received using ASC email systems are the property of the ASC and may be accessed by an Authorised Person or their delegate in the case of an investigation. This includes investigations following a complaint or investigations into misconduct. Users should be aware that the provisions applying to access and monitoring of ASC ICT resources also apply to personal use. Electronic communications may also be subject to discovery in litigation and criminal investigations. All information produced on users' computers, including emails, may be accessible under the *Freedom of Information Act*

Further Information

System users should contact the ICT Service Centre at servicedesk@ausport.gov.au in the first instance if they are unsure of any aspect of using ICT Services or suspect a breach may have occurred.

ICT publishes many user guides which outline the way in which ASC ICT Services can be used by system users. These documents are all available on SharePoint.

AGREEMENT

I hereby apply for access to the ASC ICT Services required to undertake my duties. I agree to be bound by the ASC ICT Conditions of Use Policy

Signature _____

Date: _____

