

Policy Name	FACILITIES AND EQUIPMENT USAGE POLICY
Policy Number	G004_PO (Governance)
Purpose	This policy outlines the appropriate use of Whitehouse Institute of Design, Australia (Whitehouse) owned or leased facilities and equipment.
Scope	This policy applies to all Whitehouse staff and students using Whitehouse facilities and/or equipment across all campuses.
Policy Statement	<p>Staff who use/access items of technology and equipment in the course of their employment are required to take responsibility for the security of the equipment and the information it contains and undertake to use the equipment in an efficient and ethical manner.</p> <p>Staff and students are responsible for their own actions and usage practices and are subject to relevant state and federal laws and to Whitehouse policies and procedures.</p> <p>Users are required to:</p> <ol style="list-style-type: none"> 1. Safeguard Equipment and Data <ul style="list-style-type: none"> ensure the condition of the equipment is maintained and looked after ensure equipment is never left unattended and is kept in a secure location ensure that equipment is only used for the Whitehouse purposes ensure that equipment is not loaned or used by anyone other than Whitehouse employees and when appropriate students ensure equipment is used for the purpose for which it is designed and in the manner for which it is intended be responsible for the cost associated with the repair of any damage to the equipment while it is in their care follow correct procedures to protect against the installation of unlicensed or malicious software (avoid opening email attachments from unknown sources) respond immediately to any virus warning message on the laptop or portable device and if a virus is suspected report it to the Campus Manager ensure the integrity of data by correctly storing and backing up information report any damage or malfunctions to the Campus Manager as soon as practicable and immediately notify the appropriate authorities if the equipment or portable device is lost or stolen. <p>Staff who use their own personal laptops on Whitehouse premises are responsible for the security and safety of their own equipment. The Whitehouse takes no responsibility for damaged, stolen or lost personal propriety. Staff should ensure that their personal equipment is covered under the terms of their own insurance policy.</p> 2. Use Equipment and Resources Legally. Illegal Usage may Include: <ul style="list-style-type: none"> willfully damaging equipment or facilities 'hacking' into computer systems theft of hardware, software or data violation of software licenses

- ensure data copyright requirements are met and
- creation, possession, storage or circulation of inappropriate materials (note that inappropriate materials include pornographic, racist, defamatory or harassing files, pictures, videos or email messages that might cause offence or embarrassment).

3. Use Equipment and Resources Ethically

Unethical activities may include:

- denying access to authorised users
- obtaining or attempting to obtain a higher level of access privilege or access to facilities without authorization
- granting access to unauthorised users
- using another person's computer account (even with the owner's permission)
- disclosing their own user's password or obtaining the password of another without permission
- attempting to modify system facilities
- utilising access for commercial or personal gain not related to Whitehouse purposes
- more than an incidental level of personal use and
- failing to report damage or malfunction and thus denying usage to others.

4. Use Facilities with Care

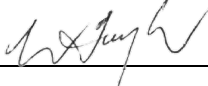
Care includes but is not limited to the following:

- ensuring the space is clean and ready for the next user by:
 - correctly disposing of rubbish
 - storing and or removing any equipment or items after use
- not applying anything to walls, floors or ceilings with pins, tape, glue, adhesives of any kind, picture hooks or any other fixing method without prior approval of the Campus Manager
- no painting of walls, floors etc without permission
- the use of drop sheets when painting displays or other items
- ensuring that electrical and other cables are appropriately taped to minimise trip risks
- ensuring accidents, breakages, broken or non- functioning fixtures are reported to the Campus Manager as soon as practical.

Relevant Legislation

- [Australian Human Rights Commission Act 1986](#)
- [Education Services for Overseas Students Act 2000 \(ESOS\)](#)
- [Copyright Act 1968 \(Cwlth\) and the Copyright Amendment \(Digital Agenda\) ACT 2000 \(Cwlth\)](#)
- [Telecommunications Act 1997 \(Cwlth\) and Associated Acts](#)
- [Crimes Act 1914 \(Cwlth\)](#)
- [Broadcasting Services Act 1992 \(Cwlth\) and Associated Acts](#)
- [Privacy and Personal Information Protection Act 1998 \(NSW\)](#)

	<ul style="list-style-type: none"> • State Records Act 1998 (NSW) • Information Privacy Act 2000 (Victoria)
Key Related Documents	<p>Sign Out Sheet in Library</p> <p>Staff Handbook</p> <p>Student Handbook</p>
Definitions	<p>Facilities: leased premises, including Institute campuses, and equipment contained therein.</p> <p>Technology: includes computers, photocopiers, iPads, mobile phones, laptops, cameras and data projectors, email, fax, phone.</p> <p>Portable Devices: includes iPads or similar, mobile phones, laptop computers, Cameras and data projectors.</p>
Responsible Officer	Executive Director
Approval Authority/ Authorities	Board of Governors
Date Approved	10/04/2017
Date of Commencement	11/04/2017
Date for Review	11/04/2020
Documents superseded by this Procedure	<p>004 Facilities and Equipment Usage Policy and Procedure</p> <p>013-22P and 013-220, 19/09/2012</p> <p>Laptop Users Policy and Procedure Respectively</p>
Amendment History	<p>05/2018</p> <p>Re-branding – Header & Footer only</p> <p>12/ 2016</p> <p>Policy and Procedures separated. Updated formatting and minor amendments</p> <p>Changed formatting</p> <p>Updated hyperlinks</p> <p>11/2012</p> <p>Changed policy title to reflect broader coverage of all equipment and resources</p> <p>Changed formatting - included procedure and policy in one document</p> <p>Significant expansion of policy and development of procedure in addition to adjustments and inclusions to policy wording</p> <p>19/09/2012</p> <p>Policy and Procedures 013-22P and 013-220 approved by BoG</p>

Signed and dated for Whitehouse Institute Pty Ltd		Les Taylor	30/05/2018
	Signature	Name	Date

INFORMAITON FOR PUBLISIHING ON POLICY REGISTER	
Category	Governance
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