

Aratoi Regional Trust – Information & Communication Technology Use Policy

Section: Finance and Operations
Approval Date: September 2023
Next Review Date: May 2025

Purpose

This policy is intended to ensure stability and consistency of ICT systems. It will also reduce organisation and legal risks by safeguarding ART's systems and the information which they contain.

Introduction

All ART ICT Users need to be clear about the expectations and requirements that ART has in respect to the appropriate use of ART's ICT including unlawful and improper use of those ICT systems.

Policy

1. All ART ICT Users are required to comply with this policy and are responsible for ensuring they are familiar with and fully understand all aspects of this policy.
2. This policy applies to all ICT including:
 - All computer hardware and software and related systems.
 - The ART WIFI network use including via non-ART hardware.
 - Telephone equipment and related telecommunications systems, whether hard wired or mobile.
3. If a User is found to have breached the policy, either intentionally or unintentionally, disciplinary action appropriate to the seriousness of the breach will be taken. This could range from limiting access to some ICT through to dismissal as per the ART Disciplinary policy and procedures and will comply with any of the relevant provisions of the User's employment agreement/ contract for services.
4. All Users will be provided with a copy of the ICT Use Policy and are required to sign the policy confirming that they have read, understood and agree to comply with the policy.
5. All Users are responsible for the management and security of ART ICT. This includes ICT provided for their sole use, such as laptops and mobile phones, as well as ICT provided for use by a number of people (e.g. photocopier machines).

6. Users must ensure that ICT provided for their own use is adequately password protected and they must not allow other people to use that ICT by permitting the physical use of it or by sharing their username and password. Users must not disclose their computer log-on details to any person other than the Systems Administrator.
7. Passwords used on ART systems must align with up to date guidelines published by CERT. That is they must:
 - a. be unique for each logon (users should have a different password for every online account they have)
 - b. be long and strong (such as a passphrase that uses a long mix of letters, numbers and symbols)
 - c. not contain personal information
8. be kept safe, by using a password manager
9. Users must not connect or use any third-party hardware (i.e. equipment not provided by ART such as USB sticks, CDs, DVDs and other media) on ART ICT without prior approval of the Systems Administrator or Director. The use of ART media to transfer data between ART ICT systems is permissible provided that media is virus checked before use and not used on external ICT. Commercially produced CDs and DVDs are exempt from this clause but are subject to copyright.
10. Users must not install or upload or use any third-party software without prior approval of the Systems Administrator or the Director.
11. Computers must be shut down each night. If a User cannot do this for any reason, that User must arrange for someone else to do this for them.
12. The Internet, email and other ICT equipment, including mobile phones, are business tools and are owned by ART. ART has full right of access to information on its ICT systems whether current, archived or deleted.
13. ART reserves the right to monitor usage of the ICT systems and to access, retrieve, read and disclose information regarding Users use of those systems.
14. ART may be legally bound, or wish to produce and disclose, electronic data as evidence in legal proceedings. Subject to relevant law, all communications, including text and images, can be disclosed to law enforcement or other third parties without the prior consent of the sender or receiver. Users should not put anything in ICT messages that they would not want to see on the front page of the newspaper or be required to explain in a court of law.
15. Users shall respect the confidentiality of all information within ART ICT systems whether such information is received verbally, electronically or in written form.
16. The correct use of ICT ensures the protection of ART's organisational records. All data is to be saved to the main server in order for it to be backed up and stored appropriately. The backup will ensure that, in case of hardware failure, data can be restored. All work created by User's remains the property of ART unless otherwise agreed in advance in writing by the Director.

17. Security levels will be set up to restrict access to data where necessary and as deemed appropriate by the Director.
18. Users will store files in the appropriate directories for their departments on the server - H: and C: drives are not to be used for storing ART data.
19. Users access to ART ICT will cease immediately following their termination. For a six week period following a User's termination an automatic email response will be sent advising that the User is no longer with ART and providing alternative contact details (normally the Director).
20. All files and programmes downloaded from the Internet, or sent as email attachments, are automatically virus-checked. However, as viruses are often one step ahead of antivirus software, Users are required to take a cautious approach to opening files and following links.
21. Any files received as attachments should not be opened unless the User is sure of the source. In addition Users should not open any emails, or files received as attachments, that contain unusual titles or text or display an unknown file icon or extension. If a User is unsure about an email, whether it be the sender or attachment or title, they must delete the email immediately.
22. Where a User becomes aware of a potential virus or other unlawful or unwanted accessing of ART systems they must advise the Systems Administrator of their concern(s) without delay.
23. The Director shall ensure that the ART's business continuity planning includes planning for an unauthorised cyber attack scenario and that Users are aware of what to do in such a scenario.
24. Users will comply with copyright laws and other relevant law at all times. Users must respect software licensing agreements and intellectual property rights of information on ICT systems.
25. Users must be aware that the presence of a body of work on the Internet does not necessarily mean that there is a right to copy. Works may only be copied where the author has expressed or implied that authorised copying can occur. Users should not use any information protected by copyright unless permission has been officially provided.
26. Users must not load, or allow to be loaded, any software or program onto any ART ICT system without the prior approval of the System Administrator.
27. The use of ICT does not exempt Users from ART's requirements for ethical behaviour. ICT is to be used in a manner that is consistent with ART's normal standards of conduct, behaviour and communication. In particular but not limited to, ICT may not be used:
 - To endanger or criticise unfairly or cause distress or offend any other person including but not limited to, through harassing, making indecent remarks/proposals, bullying or other conduct of an intimidating and offensive nature.

- To solicit for personal gain or profit or for any illegal purposes.
- To generate, access or send racist, sexist, pornographic, sexually explicit, profane or otherwise offensive material.
- To generate, access or send material in breach of any applicable legislation or of any other legal or ethical requirements or that may defame, or damage the reputation of, any person or organisation. This includes material that may conflict with the goals of ART or which could bring ART into disrepute.
- To represent personal views as those of ART and/or presenting personal views in a way that may imply that these are ART's views.
- To engage in "Spoofing" i.e. constructing an electronic mail communication so it appears to be from someone else or "Snooping" i.e. obtaining access to files or electronic mail of others for the purpose of idle curiosity with no substantial ART business purpose.
- To attempt unauthorised ICT access or to breach any security measures or attempting to intercept any electronic mail transmissions without proper authorisation.
- To engage in non-work related "chat groups" or to send/ receive graphics, images, music or motion pictures, either in any work-related or external email, if the quantity/ size of these files interferes with the User's ability to fulfill their duties or the efficient operation of ART's ICT.
- To engage in mass communications such as "Spamming", sending chain/ bulk emails or other forms of mass mailing, other than approved ART emails, or to send unsolicited emails, attachments or links that are not related to ART business to any recipients or groups.

28. Information communicated via ICT will be subject to the same protocols and publication standards as traditional means of communication within ART guidelines. Slang and derogatory language is not permitted in any ART communication.

29. To minimise risk, ensure consistency and present a professional image all Users are required to ensure their email signature is in the following format (Calibri 11pt) and contains the following disclaimer:

First name Last name

Title as per your Employment Agreement



The content of this email is confidential and is intended only for the person named above. If this email is not addressed to you, you must not use, disclose or distribute any of the content. If you have received this email by mistake, please notify the sender by return email and delete the email. Thank you.

30. Users are permitted reasonable personal use of ART's ICT such as making personal phone calls, receiving and sending personal emails and accessing the internet but such use must be lawful and appropriate, be undertaken during breaks and must not interfere with ART ICT capacity.
31. Users are not permitted to use ART ICT for gaming purposes, including games that are preinstalled as part of the Microsoft suite of products.
32. In the event of a User inadvertently receiving an email that was not intended for them personally that User shall immediately notify the sender that the email has been incorrectly received and then delete the email from their mailbox. No hard copies of such emails or their attachments will be made.

Definitions

"Users" All ART staff and any other person authorised to have access to ART's ICT

"ICT" Information and Communication Technology

Audience

All Aratoi Board, staff, and volunteers as appropriate

Related procedures and Documents

Museums Aotearoa Code of Ethics

Individual Employment Agreement

Risk Management Policy

USE OF INFORMATION AND COMMUNICATION TECHNOLOGY

I _____

Confirm that:

1. I have read and understood the ART Information & Communication Technology Use policy.
2. I understand that compliance with the policy is a requirement of my employment and that failure to comply with the policy will be treated very seriously. In the case of a breach of the policy, action ranging from limiting access to some ICT systems through to dismissal may be taken.
3. I understand that any use of ART ICT systems may be monitored.

Name

Date

Note: Please retain one copy for your own information and send the signed acknowledgement copy to the Finance Manager. No log in or User ID will be issued until a signed copy of the form has been received