

Leo Cussen GDLP IT Policy

GDLP IT Policy

1. SCOPE OF THIS POLICY

- 1.1. This policy applies to Graduates in the Leo Cussen GDLP and sets out requirements which apply to the acceptable use of IT tools, such as telecommunications equipment, computer hardware and software, the internet and email. These IT tools include but are not limited to the following:
 - 1.1.1. IT equipment and accounts;
 - 1.1.2. phone systems;
 - 1.1.3. email accounts;
 - 1.1.4. Leo Cussen computers and related equipment;
 - 1.1.5. Leo Cussen supplied software and network tools (such as browsers and internet access facilities and including online learning systems and other learning resources); and
 - 1.1.6. training rooms whether online or onsite.

2. ACCEPTABLE USE

- 2.1. As a Graduate, you may use IT tools to communicate with your Mentor, other Graduates and other staff. You may also use IT tools to access the GDLP program in the learning management system. Leo Cussen provides you with IT tools to facilitate communications in the GDLP and to enhance your productivity.
- 2.2. The use of any privately owned IT tools must not contravene the requirements outlined in this policy and any other related Leo Cussen policies.

3. PROHIBITED USE AND DAMAGE

- 3.1. Graduates must not, under any circumstances use Leo Cussen IT tools inappropriately, including for the following purposes:
 - 3.1.1. for personal financial gain or profit;
 - 3.1.2. to solicit others for activities unrelated to Leo Cussen's business;
 - 3.1.3. in connection with political campaigns or lobbying;
 - 3.1.4. to carry defamatory, obscene or offensive material;
 - 3.1.5. to access and/or download pornographic material;
 - 3.1.6. for gambling or other gaming;
 - 3.1.7. in connection with any infringement of another person's intellectual property rights (eg copyright, moral rights);

- 3.1.8. to reveal or publish Leo Cussen's proprietary, classified or confidential information;
 - 3.1.9. to represent personal opinion as that of Leo Cussen;
 - 3.1.10. in connection with any attempt to penetrate computer or network security of Leo Cussen, any company or other system (including but not limited to disseminating any computer virus, malware or program whether or not to hack or otherwise circumvent any firewalls or network protection) or unauthorised access (or attempted access) to any other person's computer, email or voicemail accounts or equipment;
 - 3.1.11. in connection with the violation or attempted violation of any other law;
 - 3.1.12. to transmit any material in violation of any law or damaging to a person's or Leo Cussen's reputation; or
 - 3.1.13. in breach of Graduate [Workplace Behaviour Policy](#) or [Social Media Policy](#).
- 3.2. Under no circumstances may a Graduate damage, impair the use of or physically remove Leo Cussen IT, where such Leo Cussen IT relates to computer hardware.

4. BREACH OF THE GRADUATE WORKPLACE BEHAVIOUR POLICY OR SOCIAL MEDIA POLICY

- 4.1. Inappropriate use of IT tools by a Graduate may constitute discrimination, sexual harassment, victimisation or bullying in breach of the Workplace Behaviour Policy or Social Media Policy, warranting appropriate disciplinary action. Examples of unacceptable content of communications through use of IT tools include:
- 4.1.1. sexually explicit messages, images, cartoons, jokes, or downloaded material and links to the internet;
 - 4.1.2. unwelcome propositions, requests for dates or love letters;
 - 4.1.3. profanity, obscenity, slander or libel;
 - 4.1.4. ethnic, religious or racial slurs;
 - 4.1.5. political beliefs or commentary;
 - 4.1.6. gossip, including comments on the physical appearance or other attributes or similar of other Graduates, staff, or any other person at Leo Cussen and innuendo or rumours, whether they are a recipient of the message or not;
 - 4.1.7. comments of a sexual, sexist or racist nature or making inferences or comments about a person's sexual preferences; and
 - 4.1.8. degrading comments, whether based on race, disability, sex, faith etc.
- 4.2. Your intention in writing, storing or sending a message is irrelevant. If the message on a system or sent by you offends, humiliates or intimidates another person it may breach this policy, the Workplace Behaviour Policy or Social Media Policy and relevant legislation.

- 4.3. Graduates may be held liable for the content of messages held on a system or sent by them which are offensive. Copies of IT tool communications may be requested by external tribunals as discoverable documents.

5. UNSOLICITED COMMERCIAL ELECTRONIC MESSAGES (SPAM)

- 5.1. You must not send unsolicited commercial electronic messages (SPAM) using IT tools.
- 5.2. You must not use IT tools to supply or offer to supply a harvested address list (a list, collection or compilation of electronic addresses) to any third party.

6. RECEIPT OF MESSAGES

- 6.1. Inappropriate communications may be received by a Graduate sent from an internal or external source. This may be out of the Graduate's control. However, storage or further distribution of such communications is prohibited. If a Graduate is in receipt of an inappropriate communication, they should immediately inform the Director, Education Delivery.

7. COMPUTER SECURITY

- 7.1. Leo Cussen computer network and learning management system is protected by a logon process which consists of a user ID and password. You will set your password at the beginning of the GDLP and are responsible to maintain the secrecy of your password.
- 7.2. You must not:
 - 7.2.1. use another person's username and password;
 - 7.2.2. allow others to use your username and password;
 - 7.2.3. divulge your username and password to anyone (with the exception of authorised staff), including family members or friends, even if you are accessing IT tools from offsite; or
 - 7.2.4. write your password down anywhere where it may be associated with your user ID.
- 7.3. If you suspect that someone else has access to your password it must be changed as soon as possible.
- 7.4. Leo Cussen staff may request your password and/or log in details for access to the system.

8. MONITORING

- 8.1. The use of IT tools is not private and may be reviewed by Leo Cussen at any time for breach of Leo Cussen policies and procedures.
- 8.2. Such monitoring may be conducted by performing regular and continuous scans or random or intermittent checks. Monitoring may include noting and recording participants, location, content, dates, times and actions taken.

8.3. For security, network maintenance, monitoring or audit purposes, authorised Leo Cussen staff may monitor IT tools, equipment, systems (including information held on these systems) at any time.

8.4. Electronic information (including emails and internet websites) accessed or delivered that may breach Leo Cussen policies may be blocked where Leo Cussen, in its sole and unfettered discretion, believes it is necessary and permitted by law.

9. COMPLAINTS

9.1. A Graduate should raise concerns about inappropriate use of the IT tools with the Director, Education Delivery.

9.2. A Graduate has the right to complain to the Director, Education Delivery about the inappropriate use of IT tools or if they believe a communication is offensive, humiliating or intimidating.

9.3. Graduates are also encouraged to advise the sender of a communication that they believe it is offensive or inappropriate, if they feel safe to do so.

9.4. Graduates may refer to the [GDLP Complaints Policy](#)

10. BREACH OF THIS POLICY

10.1. If a complaint in relation to use of IT tools is substantiated, appropriate action will be taken in accordance with Leo Cussen policies.

10.2. Graduates are encouraged to read this policy in conjunction with other relevant policies, including:

10.2.1. the Graduate [Workplace Behaviour Policy](#);

10.2.2. the GDLP [Social Media Policy](#); and

10.2.3. the [GDLP Complaints Policy](#)

11. QUESTIONS ABOUT THIS POLICY

11.1. Any questions about this policy should be referred to the Director, Education Delivery.

12. REVIEW DETAILS

12.1. This policy was approved by the Management Committee of Leo Cussen on 1 October 2012 and revised and approved on 4 December 2013, reviewed 28 July 2022, 22 February 2024

Policy status

Version Number	1.5
Approval Date	22 February 2024
Effective Date	22 February 2024
Review due by	15 December 2024
Policy Approver	Leo Cussen Management Committee

* Unless otherwise indicated, this policy and procedure will still apply beyond the review date

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