

# Electronic Media Policy

## Scope

This policy applies to all students enrolled with Murdoch Institute of Technology (referred to in this policy as “the School”).

The School acknowledges the rapidly growing use of Electronic Media (including social media, emails, discussion forums and the Internet) by students and encourages its use for the primary purposes of learning, engaging, connecting, collaborating and promoting the School.

All members of the School’s community are expected to show courtesy and respect to others and should not use Electronic Media to abuse, harass or offend anyone.

Electronic Media should not be used to damage the reputation of the School.

## Purpose

The purpose of this policy is to provide guidance about the use of social media, email, discussion forums, the School’s Learning Management System (LMS), the Internet and similar media in existence or developed from time to time (“**Electronic Media**”) by students of the School’s community and their rights, obligations and responsibilities.

Further, the purpose of this policy is to ensure students understand the requirements of the School on using Electronic Media in an ethical, fair and law-abiding way, both as a student with the School and in a personal capacity when using the School’s Internet service, and to make students aware of what the School deems as acceptable and unacceptable use of its systems.

## Guiding Principles

This policy is supported by the following guiding principles:

- that, as much as possible, content and genuine conversation on Electronic Media is allowed to continue without interruption from the School;
- the use of Electronic media is consistent with the School’s Student Code of Practice, policies and procedures, currently to be found on the School’s website at following link: <https://www.murdochinstitute.wa.edu.au/policies/>;
- the School’s reputation and that of its staff and students is enhanced and not compromised through the use of Electronic Media; and
- the School’s legal obligations are not compromised through the use of Electronic Media.

## Legal Requirements

Students must abide by all relevant laws, policies and procedures when using Electronic Media. In the same way, the usual common courtesies and behaviour expected from students also apply online.

Students are personally accountable and liable for everything they upload online. If a student is found to be in breach of either this policy or any State or Federal laws, the School will not assist the student, and the School will disassociate itself from the student as far as legally possible.

## Social Media

Social media users must ensure that their use of social media is respectful to both the School and to members of the School's community. Social media users must also ensure that their interactions online are in accordance with the School's Code of Practice.

## Email

Although email by its nature tends to be less formal than other written forms of communication the same State and Federal laws apply. It is therefore important that students are aware of their legal obligations, including:

- if you send forward emails with any libellous, defamatory, offensive, racist or obscene remarks, you can be held liable; and
- if you unlawfully forward or copy material subject to copyright without permission, you can be held liable for copyright infringement.

## Internet

Students may use the School's Internet service for personal improvement provided that such use is consistent with professional conduct. Students must not access websites for:

- sexually explicit material;
- hate speech or offensive material;
- materials regarding illicit drugs, violence, criminal skills and/or illegal activities;
- gambling and gaming;
- illegal downloading of music, movies, games, and software; or
- downloading and viewing of graphic content that may be distressing or disturbing to members of staff or student community.

Downloading and distributing of such material is completely unacceptable.

Students may use the School's Internet services for study or personal improvement, provided that such use is consistent with professional conduct and is in accordance with the Code of Practice.

Students must not use the School's Internet services for:

- uploading or downloading sexually explicit material;
- uploading or downloading hate speech or offensive material;
- uploading or downloading materials regarding illicit drugs, violence, criminal skills and/or illegal activities;
- engaging in gambling and similar forms of gaming;
- illegal downloading of music, movies, games, and software; or
- downloading and viewing of graphic content that may be distressing or disturbing to members of staff or student community.

The School has a zero-tolerance approach to the above listed activities.

## Supporting Procedures

When using Electronic Media all students are expected to adhere to the following:

- be considerate and play fair – avoid activities on social media that could be considered unlawful, including threatening, abusive, harassing, maliciously false, vulgar, obscene, sexually explicit or hateful statements or activities. Postings that comment about people or groups on the basis of their race, ethnicity, skin colour, national origin, religion, gender, gender identity, sexual orientation, age, disability or other personal characteristics are not appropriate and violate the School's policies;
- when online, demonstrate a respect for the dignity of each person and the privacy of all members of the School's community;
- behave in an ethical manner;
- observe the relevant age limits for students using social media platform. Students under the age of 18 must have the necessary parental permissions before they engage in the use of social media;

- use appropriate language at all times;
- only accept friends or followers that you know well enough to speak to;
- remember that information (text, video, images, audio) uploaded to the Internet can be altered and manipulated by others; and
- keep your personal information secure.

### **At ALL times be aware and DON'T:**

- impersonate or falsely represent another person;
- share your account details or password with anyone;
- have any private information publicly visible;
- use social media to bully, harass, abuse, threaten or intimidate others;
- make defamatory comments or say anything that is misleading, malicious or untrue;
- use obscene or offensive language towards others;
- harm the reputation of the School and those within its community – students, teachers, parents/carers, community members, the School itself;
- use, or request that any person use, any device (including but not limited to webcams, digital cameras, video cameras, computer input devices, media players/recorders or mobile phones) to record others or to publish these recordings publicly or to post them to any Internet site without their knowledge, the written permission of the School and those appearing in the recording.

## **Login Information and Passwords**

Students are issued with their login information to the Student Portal via email to their primary email address nominated at the time of enrolment and are advised to change the password received for their initial login at the first available opportunity.

Students are not permitted to share with others their login information or passwords for the Student Portal or any other logins they may receive from the School.

It is the student's responsibility to protect their login information and passwords. Students must make sure they log off computers or devices that they are no longer using.

## **System Monitoring**

The School reserves the right to track all Internet usage, monitor email and block access to the email address to minimise spam and detect inappropriate or suspicious content.

The School will also monitor students' input in discussion forums to ensure no inappropriate comments are posted and reserves the right to remove such comments.

## **Consequences of Breach**

Failure to comply with this policy may result in disciplinary action being taken against the student, which could result in a case of misconduct being recorded against the student's records or expulsion.

## **Amendments**

The School reserves the right to amend this policy at its discretion. All changes and amendments to our policies are published on the School's website at following link:

<https://www.murdochinstitute.wa.edu.au/policies/>.

## Relevant Legislation

Privacy Act 1988 <https://www.legislation.gov.au/Series/C2004A03712>

Enhancing Online Safety for Children (Tier 2 Social Media Services) Declaration 2015  
<https://www.legislation.gov.au/Details/F2015L01636>

Broadcasting Services Act 1992 <https://www.legislation.gov.au/Series/C2004A04401>

Telecommunications (Interception and Access) Act 1979 (Cth)  
<https://www.legislation.gov.au/Details/C2019C00010>

## Related Policies and Procedures

Other policies associated with this policy are to be found on the School's website, currently at following link:  
<https://www.murdochinstitute.wa.edu.au/policies/>

- Code of Practice
- Diversity, Inclusion and Equity Policy
- Copyright Policy
- Grievances, Complaints and Appeals Handling Policy
- Privacy Policy
- Prevention of Harassment and Bullying Policy
- Sexual Harassment Prevention and Response Policy
- Student Welfare and Accommodation (Under 18) Policy

## Version Control and Accountable Officers

It is the joint responsibility of the Implementation Officer and Responsible Officer to ensure compliance with this policy.

<b>Policy Category</b>		Legal		
<b>Responsible Officer</b>		General Counsel		
<b>Implementation Officer</b>		College Director		
<b>Review Due Date</b>		September 2022		
<b>Approved by:</b>		<b>Endorsed by:</b>		
General Counsel		Academic Board		
<b>Version</b>	<b>Authored by</b>	<b>Brief Description of the changes</b>	<b>Date Approved:</b>	<b>Effective Date:</b>
1.0	Quality, Regulations and Standards Team.	New policy.	05.09.2019	09.09.2019