

Technology Use Policy

Policy document number: OP-11/02A

1. Pūtake | Purpose

- 1.1. The purpose of this policy is to specify Wintec's requirements and expectations for the acceptable, ethical, and safe use of technology that is compliant with relevant legislation and consistent with Wintec's values, strategic goals, codes of conduct, and policies.

2. Mō wai me te whānuitanga | Audience and scope

- 2.1. Within this policy, 'technology' includes but is not limited to, software, websites, all digital hardware including peripherals, mobile phones and accessories, and machine learning or generative Artificial Intelligence (AI) capabilities.
- 2.2. This policy covers the use of all Wintec technology regardless of device, service, solution, or location, including:
 1. The use of Wintec technology when using a Wintec device during and outside of work hours.
 2. The use of Wintec technology when using personal devices during and outside of work hours.
- 2.3. This policy applies to all authorised users including Wintec kaimahi and ākonga, alumni, contractors, third parties providing services to or on behalf of Wintec, and stakeholders, collectively referred to as ICT (Information and Communication Technology systems and tools) users who use or have access to Wintec IT technology.
- 2.4. This policy should be read in conjunction with the Technology Use Procedures.

3. Ngā Mātāpono | Principles

- 3.1. This policy promotes the responsible and ethical use of Wintec technology, specifies the responsibilities of all ICT users, and sets out the safeguards in place to protect Wintec technology, resources, and information from unnecessary risks. To that end, Digital will:
 1. Take all reasonable steps to protect ICT users to the best of our ability.
Through the use of secure passwords, we limit access to systems for ICT users to those resources required to perform their role. Wintec's Digital Technology Services (Digital) team work effectively and consistently to manage the prevention and treatment of ICT issues and ensure the integrity of ICT resources.
 2. Promote and educate ICT users on safe ICT use.
We actively encourage all ICT users to be responsible computer and internet users and provide them with information and training around safe and effective ICT use.
 3. Recognise safe technology use as a shared responsibility.
All ICT users must take the appropriate steps to protect their own data and connection to Wintec's network and ensure compliance with this policy. In particular, all users **must** read and agree to the terms and conditions of the Technology Use Policy prior to being granted access to Wintec technology, resources, and information. All ICT users have a responsibility to report suspicious behaviour with regards to technology use.
 4. Respect the rights of others with regards to ICT-related privacy and property.

All ICT users respect the rights and privacy of other users. Under no circumstances are ICT Users to harass others, misrepresent themselves or Wintec, or access, copy, or store inappropriate or objectionable material using Wintec technology.

5. Take seriously our legal and ethical obligations concerning ICT.
No ICT users are to engage in any activity that is illegal under New Zealand or International law, nor act in any way that could bring themselves, other ICT users, or Wintec into disrepute. Wintec ICT systems may be monitored, without notice to ICT users, to ensure compliance with our policies and relevant legislation. Where violations occur, disciplinary action may be taken in accordance with Wintec's disciplinary procedures. All potential criminal activity in relation to ICT use will be reported to the police.

4. Ngā Tauākī Kaupapa Here | Policy Statements

- 4.1. Connectivity is essential in today's modern business and learning environments. The ability to interact with our systems while on the go enables greater productivity and supports our commitment to enabling a flexible working environment for our ICT users.
- 4.2. Wintec strategy is to have all technology services accessible in a secure cloud, enabling any authorised device or person to access any service from anywhere.
- 4.3. To improve cyber security capability and reduce risk, access to Wintec technology will differ depending on how ICT Users are accessing these services. Access restrictions will apply to information when accessing this data from devices not approved by Digital or from locations outside of New Zealand.
- 4.4. All use of Wintec technology must comply with this policy. If there are circumstances where its use may fall outside the scope of the policy, the Digital team must be consulted to assess whether further action is necessary.
- 4.5. Digital reserves the right to deny, withhold or remove software from a Wintec device without notice where the software poses a significant security risk to Wintec.
- 4.6. Wintec provides ICT users with technology for learning and working. This technology is managed and secured by Digital. Technology and software cannot be purchased without Digital approval, even when it requires a "Free" licence. Digital needs to assess every technology request to ensure that our systems are secure from unauthorised access and to protect our collective Intellectual Property (IP).
- 4.7. Technology must be used responsibly and reasonably, must not interfere with ICT user work duties, harm our organisation or other people, be illegal, or be used in a way that creates a security risk. ICT users must:
 1. Conduct themselves in a professional and respectful manner¹.
 2. Use only those services for which they have authorisation, whether these services are at Wintec or at any other location accessible through a network.
- 4.8. All ICT users must be aware of the potential impact that unacceptable use of Wintec technology² can have on themselves, on other users, or on Wintec; therefore, when using Wintec technology, ICT users must not:
 1. Harm Wintec or Wintec's reputation.
 2. Use Wintec technology for any unauthorised commercial purposes unrelated to Wintec operations.

¹ Refer to Kaimahi Code of Conduct for further guidance.

² Refer to Kaimahi Code of Conduct for further guidance and Kaimahi Disciplinary Procedures for further guidance on disciplinary actions.

3. Infringe or break any laws, including copyright, privacy, and human rights.
4. Cause legal problems for Wintec, for example, by defaming someone or making false claims.
5. Discriminate, harass, bully, or offend anyone.
6. Disclose any personal information about ICT users or other private or confidential information except where lawfully required by their role with Wintec.
7. Attempt to obtain unauthorised access to any other computer system, or data stored in a computer system, or probing the security mechanisms at Wintec or another organisation.
8. Use Wintec technology or the network for unauthorised distributed computing applications, including but not limited to mining activities, enabling anonymous web browsing (TOR network bridges) and hosts.
9. Email Wintec documents³ (i.e. any document that is created for the purpose of Wintec work) and information to your personal email accounts, e.g. Gmail, unless authorised by a Team Manager.
10. Use personal cloud-based storage and email services for storage and dissemination of Wintec documents and communications, e.g. Gmail, Dropbox and Google Drive.
11. Connect any unapproved equipment to the fixed network for any reason.

5. Ngā Haepapa | Responsibilities

Role	Responsibilities
Executive Leadership Team	<ul style="list-style-type: none"> - Ensure the Technology Use policy is implemented through Group Directors, Team Managers, and ICT users. - Encourage and support the principles and procedures within this policy.
Director, Digital Digital Technology Services	<ul style="list-style-type: none"> - Ensures adequate security is operating/in place to protect Wintec's ICT resources. - Monitors ICT resource compliance with relevant legislation. - Informs the Executive Director Strategy, Performance, and Enterprise of any potential, suspected, or actual ICT related breaches in privacy or copyright. - Creates and maintains awareness of this policy and related ICT technology use procedures. - Holds overall responsibility for the implementation of this policy.
Manager Technology Platforms (Policy Manager)	<ul style="list-style-type: none"> - Responsible for the day-to-day management and implementation of this policy. - Organises the inspection and monitoring of data stored in any ICT resource (including kaimahi and ākongā workstations) when evidence suggests the ICT User may be in breach of this or other relevant policies. - Routinely audit the use of data stored in any ICT resource as part of a regular audit cycle. - Reports any potential, suspected or actual ICT related breaches in privacy or copyright to the Executive Director, Strategy, Performance, and Enterprise. - Promotes awareness of this policy and best practice amongst Wintec kaimahi and ākongā.
Privacy Officer	<ul style="list-style-type: none"> - Creates awareness of and monitors compliance with New Zealand's current privacy law, specifically the Privacy Act 2020.
Copyright Officer	<i>Wintec's Copyright Officer is the Quality and Academic Unit (QAU)</i>

³ For further guidance on Wintec documents, please refer to the Information and Records Management Policy.

Role	Responsibilities
	<ul style="list-style-type: none"> - Creates awareness of and monitors compliance with the Copyright Act 1994 and subsequent amendments including the Copyright (Infringing File Sharing) Amendment Act 2011.
Network and systems administrators	<ul style="list-style-type: none"> - Ensure access to systems is granted only when Managers verify that the relevant employment agreement such as a Collective Agreement (Acceptance of Offer), Individual Employment Agreement (Acceptance of Offer) or the Master (or Independent) Contractor Agreement has been signed. - Operate, monitor, maintain and secure ICT resources. - Treat the contents of all electronic files as private and confidential.
People & Culture	<ul style="list-style-type: none"> - Ensure that all kaimahi have received, understood and agree to abide by the Technology Use Policy and accept it fully, regardless of whether they are permanent, contract or casual kaimahi.
Group Directors, Management Teams	<ul style="list-style-type: none"> - Approve additional access to systems and/or services where appropriate. - Require all kaimahi to follow this policy. - Ensure kamahi have access to training and upskilling to abide to this policy. - Ensure any contract or casual kaimahi hired by Wintec have received, understood and agree to abide by the Technology Use Policy and accept it fully.
Kaimahi	<ul style="list-style-type: none"> - Read and agree to the terms and conditions of this policy. - Only access ICT systems for which they have been granted the appropriate security clearance, and then only for their intended purpose. - Take all reasonable steps to ensure compliance with this policy. - Report any suspicious, suspected or actual breaches of this policy to their manager, Digital or in the case of physical damage to ICT assets, Wintec Security. <p>In addition, kaimahi who are contractors must complete a “Use of Technology/Photo Consent” form – this is to be completed before a Wintec account will be provided.</p>
Ākonga	<ul style="list-style-type: none"> - Read and agree to the terms and conditions of this policy. - Take all reasonable steps to ensure compliance with this policy. - Access only systems to which have been granted clearance and only for intended purposes. - Report any suspicious, suspected or actual breaches of this policy to Wintec Digital security - Comply with any Digital security investigations or audits.

6. Ngā Whakamāramatanga | Definitions

Term	Definition
Ākonga	Student, learner, pupil studying and/or enrolled at Wintec.
Artificial Intelligence (AI) tools	AI tools are software applications that utilise AI algorithms to perform specific tasks and solve problems. These tools can be categorised into various types, including but not limited to content creation, productivity, voice assistance, website building.

Term	Definition
AI Agents	Autonomous software systems powered by generative AI (typically LLMs) that perceive their environment, reason, plan, and use tools to achieve specific goals with minimal human oversight.
AI transcription bots	Automated tools that transform spoken words into text using AI and machine learning.
Authorised purposes	Kamaha or ākongā work or study associated with Wintec, or provision of services to or by Wintec, which are approved or authorised to be completed in accordance with Wintec’s policies and procedures. This may include contractual obligations, research, or any other purpose authorised by Wintec.
Computing capability	The ability of a system, device, or software to perform computational tasks. It encompasses the processing power, memory, storage, and other resources available to handle various operations, from basic calculations to complex data analysis and simulations.
Data classification	The process of organising and categories data into different groups based on specific criteria like sensitivity, risk, or business value. This allows Wintec to better manage, protect, and utilise data by applying appropriate security measures and access controls based on the established classifications.
Derived data	New information or datasets created from existing data.
Devices	Include, but not limited to laptop computers, tablet devices, smartphones, portable storage such as removable hard drives, USB memory sticks and data cards, portable audio-visual equipment including data projectors, cameras, televisions.
Digital	Digital Technology Services previously known as Information Technology Services (ITS).
Digital services	Digital services (services) encompass online learning, administrative and academic tools delivered electronically, and the overall transformation of Wintec functions through technology. These services include diploma, certificate, and degree programmes, digital student portals, and the use of data-driven decision-making to modernise academic and administrative management.
Digital solutions	Digital solutions (solutions) include technologies like chatbots, learning management system (LMS), mobile apps, and data analytics to enhance ākongā experiences and streamline administrative tasks. These tools are used to improve services like admissions and registration, support online and blended learning, and help Wintec make data-driven decisions to optimise operations and teaching.
Generative AI	Generative AI and/or machine learning utilises algorithms to produce new content, ranging from text and data to images and sounds. It analyses patterns in data and uses these patterns to generate unique outputs.

Term	Definition
ICT	Information and Communication Technology (ICT) is the integration of telecommunications, computers, and audiovisual systems to create, access, store, transmit, and manipulate information. This includes a board range of technologies like computers, software, websites, mobile phones, networks, and video conferencing.
ICT user	Collectively refers to any kaimahi, ākongā, contractor, visitor or other users of any Wintec ICT resource.
Kaimahi	All employees of Wintec, including contracted kaimahi, and consultants providing services to or on behalf of Wintec, and those on fixed-term contracts.
Machine learning	A subset of artificial intelligence that focuses on developing systems that can learn from data and improve their performance over time without being explicitly programmed. It involves using algorithms and statistical models to analyse data, identify patterns, and make predictions or decisions.
Mobile technology	Technology that allows kaimahi to work remotely e.g., a broad range of potable digital devices such as phone, tablet or laptop, and the wireless network infrastructure that enables them.
Personally owned device	Any device that is held personally by an individual in a private capacity.
Peripheral	A hardware component that is accessible to and controlled by a computer but is not a core component of the computer, e.g. printer, headphones, keyboard, mouse, screen.
Sensitivity labels	Data classification system for Wintec documentation.
Stakeholders	Individuals, groups, iwi, or organisations that have an interest in or are affected by Wintec’s activities and outcomes. They can be internal, such as ākongā, faculty, and kaimahi, or external, such as employers, industry partners, government agencies, and the wider community. Wintec also works alongside Te Wānanga o Aotearoa, the University of Waikato and other education providers to make sure that collectively, we are addressing the region's tertiary education needs and priorities.
Tor bridges	Specialised Tor relays that are not publicly listed, designed to help ICT users in highly censored regions or those who want an extra layer of security bypass network restrictions and connect to the Tor network.
Wintec information	Information and records relating to or connected with Wintec’s business or affairs.
Wintec device	Any device that has been purchased, is owned or leased by Wintec (regardless of the source of funding).

7. Ngā Hononga ki Tuhinga kē | Links to Other Documents

Ngā Kaupapa-Here e hāngai ana | Related policies

Contract Management Policy
Copyright for Educational Purposes Policy
Information and Records Management Policy
Information Technology Security Policy
Intellectual Property Policy
Kaimahi Code of Conduct
Mobile Technology Policy
Privacy Policy
Social Media Policy
Te Kawa Maiororo
Wintec Use of Artificial Intelligence Standard

Ngā Tukanga me ngā hātepe | Processes, procedures

Ako Teaching and Learning Directions
Copyright for Educational Purposes Procedures
Kaimahi Disciplinary Procedures
Data retention at Wintec
Data retention schedule
Relevant disposal authority
Social Media Procedures
[Spam-NZ-Spam-Law-for-Businesses - dia.govt.nz](http://Spam-NZ-Spam-Law-for-Businesses-dia.govt.nz)
Tupu Te Ako
Use of Māori Intellectual Property
Use of Technology/Photo Consent form

Ture whai take | Relevant legislation

Copyright (Infringing File Sharing) Amendment Act 2011
Copyright Act 1994
Crimes Act 1961
Education and Training Act 2020
Employment Relations Act 2000
Films, Videos, and Publications Classification Act 1993
Harmful Digital Communications Act 2015
Human Rights Act 1993
Official Information Act 1982
Privacy Act 2020
Public Records Act 2005
Unsolicited Electronic Messages Act 2007

8. Pūranga Kōrero | Records Management

- 8.1. Any Wintec records referred to in this policy are considered public records under the Public Records Act 2005 and are discoverable under the Official Information Act 1982 and Privacy Act 2020. These records are subject to the retention and disposal actions as specified in the relevant disposal authority.

9. Mokamoka whakaaetanga | Approval details

Title	Technology Use Policy
Policy document number	OP-11/02A
Category	Operational
Subcategory	OP: Information and Systems Management
Approval date	December 2025
Effective date	January 2026
Review date	October 2027
Policy sponsor	Chief Financial and Operations Officer
Policy manager	Manager Technology Platforms
Approving authority	Chief Executive

10. Ngā whakatikatika | Amendment history

Version	Date Approved	Details
1	August 2011	First Published.
2	March 2014	Split into two separate parts – policy (part A) and procedure (part B).
3	October 2019	Name changed to Technology Use policy (from Computer Use) and new template used, combining parts A and B into one document. Removed TUP references, differentiated between individual contractors and those from contracted organisations, included links to new and update policies.
4	12 December 2025	Shifted policy and procedures into new templates; separated out A and B. Clarified the audience and scope and reworked underpinning principles. Updated responsibilities to reflect new organisational structures and current Digital processes. Updated and added definitions, editorial changes to ensure consistency and currency of language, and updated terminology where needed.
4	4 March 2026	Added new definitions for AI Agents and AI transcription bots. Minor editorial change.