

# POLICY

Part A: Technology Use  
Number: OP-11/02



**Policy Owner:** Director Information Technology  
**Category:** Information Technology  
**Authorised by** Chief Executive

**Date Approved:** August 2011  
**Date Last Revised:** May 2014  
**Next Review Date:** May 2017

## TECHNOLOGY USE

### 1. Purpose and Scope

Unacceptable use of technology exposes Wintec to risks. This policy aims to ensure the mutual protection of all users and Wintec in the area of technology and information. It covers all technology used by Wintec including online third party services.

Wintec expects all users to behave responsibly. Under no circumstances are users of Wintec technology and systems authorised to engage in any activity that is illegal in New Zealand or international law.

### 2. Policy Statement

#### 2.1 Wintec will:

- a) Limit access to systems for staff, students, contractors, consultants, auditors, evaluators and temporaries affiliated with third parties through secure passwords;
- b) Actively encourage all users to be responsible computer users and provide all users with Principles and Procedures on technology use
- c) Reduce the risk of external data causing damage to the Wintec network;
- d) Centrally manage the effective and consistent prevention and treatment of problems;
- e) Ensure the availability and integrity of network resources.

#### 2.2 All users will:

- a) Read and agree to the terms and conditions of the Technology Use Policy, Principles and Procedures prior to access being approved.
- b) Take all reasonable steps to ensure compliance with the Technology Use Policy.

2.3 Unacceptable use of technology as identified in the policy may result in disciplinary action in accordance with Wintec's Disciplinary Procedures.

2.4 All potential criminal activity in relation to technology use will be reported to the Police.

#### Related legislation and policies

The [Policy web](#) includes references to all relevant documents where possible:

- [Intellectual Property Policy](#)
- [Copyright and Photocopy Policy](#)
- [Information Technology Security Policy](#)
- [Copyright Act \(1994\)](#)
- [Copyright \(Infringing File Sharing\) Amendment Act \(2011\)](#)