INFORMATION AND COMMUNICATION TECHNOLOGIES POLICY

Uepū	Hangarau
Owner	Tumuhangarau
Approved by	Te Ohu and Te Rautiaki Mātauranga
Date first approved	November 2013
Date approved	24 May 2017
Date of the next review	May 2020

1.0 Te Pūtake

Te Wānanga o Aotearoa (TWoA) uses information and communication technologies (ICT) to empower teaching, learning and research, and enable effective business administration of the organisation to enable Tauira Success.

It seeks to actively balance risk and accessibility and usability while promoting active adoption and use of technologies across the organisation.

ICT includes TWoA owned or operated hardware, devices, software, cloud-based services to which TWoA subscribes, and all TWoA data and information, irrespective of its location.

For the purpose of this document all kaimahi, tauira, Te Mana Whakahaere (TMW), vendors, and visitors that access the TWoA ICT environment either from a TWoA provided device or their own device will be referred to as Te Wānanga o Aotearoa (TWoA) ICT Kaiutu.

The purpose of this policy is:

- to promote responsible use of TWoA information and communication technologies to support whānau transformation through education;
- to ensure that TWoA ICT Kaiutu are aware of their rights and responsibilities; and
- to ensure that TWoA data and information are being protected, accessed and used for the intended purpose.

2.0 Tikanga Whakahaere

TWoA Values	Principles
Te Aroha Having regard for one another and those for whom we are responsible and to whom we are accountable	2.1 TWoA provides information and communication technologies which are fit for purpose. It promotes a safe digital environment where all TWoA ICT Kaiutu act as good citizens to create and maintain open, courteous and respectful digital communities.
Te Whakapono The basis of our beliefs and the confidence that what we are doing is right	2.2 Hangarau Uepū is accountable for the information and communication technologies owned by TWoA and the services to which it subscribes. TWoA ICT Kaiutu are accountable for the safe and appropriate use of these technologies. 2.3 TWoA ICT Kaiutu must use information and communication technologies in a responsible, ethical and legal manner.

TWoA Values	Principles
	2.4 TWoA ICT Kaiutu must prevent unauthorised access to and use of TWoA records and information. 2.5 TWoA ICT Kaiutu are responsible for exercising good judgement regarding the reasonableness of personal use of TWoA information and communication technologies e.g. the use of mobile data for personal streaming. 2.6 Where irresponsible, unethical or illegal use is suspected or occurs, TWoA reserves the right to restrict or prevent further access to, or use of, information and communication technologies. TWoA may also take other actions, including disciplinary action, deemed necessary to protect people, the organisation, equipment, systems or services. TWoA may seek to recover the costs incurred as a result of unacceptable use. 2.7 Hangarau Uepū may monitor TWoA ICT Kaiutu when they access TWoA information and communication technologies, including accessing all device information and websites visited. 2.8 Where clause 2.6 or 2.7 in enacted it will only be at the approval of Tumuwhanake in consultation with Tumuhangarau.
Ngā Ture The knowledge that our actions are morally and ethically right and that we are acting in an honourable manner	2.9 Access to information and communication technologies is provided by Hangarau and are for the sole use of the individual account holder they are allocated to and access must not be shared with others. 2.10 TWoA ICT Kaiutu must use extreme caution when opening e-mails, attachments or taking action in response to e-mails when received from unknown senders, which may contain malware or phishing attempts to obtain sensitive information. If for some reason a breach does occur, you must promptly report this to Hangarau (hangarau@twoa.ac.nz). 2.11 All information and communication technologies e.g. mobile phones and laptops issued to TWoA ICT Kaiutu remain the property of TWoA. 2.12 TWoA ICT Kaiutu must take due care of the information and communication technologies issued to them. Replacement of TWoA damaged technologies is at the discretion of Hangarau. Where irresponsible, excessive, or wilful damage occurs Hangarau may seek to recover the costs incurred, or prevent access to technologies, as a result of unacceptable use. 2.13 TWoA ICT Kaiutu are to promptly report the theft, loss or damage of any TWoA owned information and communication technologies to Hangarau (hangarau@twoa.ac.nz). Hangarau will take appropriate actions.

TWoA Values	Principles
	2.14 All information and communication technologies are supplied to a position, not a person. When a kaimahi leaves or changes position, the devices allocated to that position are to remain with the reporting manager for reallocation to the next incumbent. Devices must be returned to Hangarau where a position has been disestablished. 2.15 Information and communication technologies issued to tauira for use during a course remain the property of TWoA. 2.16 Information and communication technologies provided to tauira as designated programme resources become the property of tauira. 2.17 Bring Your Own Device (BYOD) is permitted at TWoA. Connection is through the Guest WiFi network only. Requests to connect to TWoA network using an Ethernet cable must have prior approval by Hangarau. 2.18 TWoA ICT Kaiutu must ensure that TWoA data and information stored on their own devices are safe from unauthorised access, regularly backed-up to TWoA systems and disposed of in accordance with the TWoA Records and Information Management policy. 2.19 TWoA ICT Kaiutu must ensure that their own personal devices are protected with antivirus software if information is shared between TWoA and personal devices e.g. via a USB flash drive or file transfer. 2.20 TWoA ICT Kaiutu must not sign up to licenced subscription services and/or store TWoA data in such services without the prior approval of Hangarau. Free subscription services such as NZ Herald is acceptable. If an incorrect subscription or download is completed e.g. a licenced subscription that we are already paying for such as Adobe, it must be promptly reported to Hangarau (hangarau@twoa.ac.nz) who will take appropriate actions.
Kotahitanga Unity amongst iwi and other ethnicities, standing as one	2.21 TWoA ICT Kaiutu have a collective responsibility for the security of TWoA Information and communication technologies. They must question, disclose or report incidents where a breach of policy has occurred or is suspected (hangarau@twoa.ac.nz).

3.0 Whānuitanga

This tikanga whakahaere applies to all TWoA ICT Kaiutu.

4.0 Whakamāramatanga

These are the definition of terms that are used throughout the document.

Term	Description
Information and Communication Technologies (ICT)	Information and communication technologies include Te Wānanga o Aotearoa owned or operated hardware, devices, software, cloud-based services to which Te Wānanga o Aotearoa subscribes, and all Te Wānanga o Aotearoa data and information, irrespective of its location.
Kaimahi	All persons employed by, seconded to, volunteering for, and authorised contractors of Te Wānanga o Aotearoa.
Malware	Short for "malicious software," malware refers to software programs designed to damage or do other unwanted actions on a computer system. Common examples of malware include viruses, worms, trojan horses, and spyware.
Phishing	Phishing is the attempt to obtain sensitive information such as usernames, passwords, and credit card details (and, indirectly, money), often for malicious reasons, by disguising as a trustworthy entity in an electronic communication e.g. an email that appears to be sent from a known person.
Tauira	All persons currently enrolled in Te Wānanga o Aotearoa programmes or courses.
Te Mana Whakahaere	Members of any established Te Wānanga o Aotearoa governance group.
Te Wānanga o Aotearoa	Includes Te Wānanga o Aotearoa and all direct and indirect subsidiaries.
Te Wānanga o Aotearoa ICT Kaiutu	All kaimahi, tauira, TMW, vendors, and visitors that access the Te Wānanga o Aotearoa ICT environment either from a Te Wānanga o Aotearoa provided device or their own device.

5.0 Ngā Hononga

The following legislation applies to this tikanga whakahaere:

- Copyright Act 1994
- Copyright (Infringing File Sharing) Act 2011
- Electronic Transactions Act 2002
- Privacy Act 1993
- Public Records Act 2005
- Telecommunications Act 2001
- Unsolicited Electronic Messages Act 2007
- Health and Safety at Work Act 2015
- Harmful Digital Communications Bill

The following documents/tikanga whakahaere apply to this tikanga whakahaere:

- Hangarau ICT Service Catalogue
  - o Provides the description of all services provided by Hangarau e.g. Incident Management, Change Management, Asset Management, ICT Security

- Intellectual Property Generic
- Intellectual Property Employees
- Intellectual Property Tauira
- Intellectual Property Traditional Knowledge
- Protected Disclosures
- Records and Information Management
- Social Media
- Kaimahi Integrity
- Protected Disclosures

The following resources apply to this tikanga whakahaere.

- Te Manu (Student Handbook)
- Te Miro (Kaiako Handbook)
- Mana Whaiaro (Code of Conduct)