



Australian Institute of
Technology Transfer



AITT Internet and Computer Use Policy

AITT RTO 50834

This policy outlines acceptable and unacceptable use of internet, computer, and information technology resources at AITT to ensure lawful, safe, and responsible use in accordance with the Standards for Registered Training Organisations (RTOs) 2025.

December 2025

V3.0

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Policy Title: AITT Internet and Computer Use Policy**Policy Owner:** Chief Executive Officer**Policy Version:** 3**Approval Date:** December 2025**Review Date:** December 2027**1. Purpose**

The purpose of this policy is to establish clear expectations for the appropriate use of internet access, computers, and information technology resources provided by AITT, and to minimise legal, security, and reputational risks.

This policy supports AITT's commitment to providing a safe, compliant, and effective learning and working environment in line with the Standards for RTOs 2025.

2. Scope

This policy applies to:

- All AITT staff and students
- All use of AITT-owned computers, networks, and internet services
- Use of personal devices (including laptops, tablets, and mobile devices) when connected to AITT networks or used on AITT premises

Qualificati on Code	Qualification Title
BSB30120	Certificate III in Business
BSB40120	Certificate IV in Business
BSB50120	Diploma of Business
BSB50420	Diploma of Leadership and Management
BSB50820	Diploma of Project Management
CHC30121	Certificate III in Early Childhood Education and Care
CHC50121	Diploma of Early Childhood Education and Care
TAE40122	Certificate IV in Training and Assessment
11263NAT	Certificate III in Work Skills for Career Enhancement and Management
11264NAT	Certificate IV in Work Skills for Career Enhancement and Management

3. Responsibility of Users

The internet is an essential medium for obtaining and transmitting information of all types. By providing staff and students with access to the internet, AITT enables participation in the benefits of the information age.

All users are advised that the use of computers at AITT premises for hacking, unlawful activity, inappropriate activity, or personal use is strictly prohibited.

Use of internet access at AITT premises whether using AITT computers or personal devices constitutes acceptance of this policy and any related rules.

AITT reserves the right to terminate a session, evict a person from the premises, or suspend or terminate access privileges of any user who engages in unacceptable use, disrupts information technology services, or violates AITT policies or procedures.

4. Unacceptable Use

The following uses are considered unacceptable and constitute a breach of this policy.

4.1 Unlawful or Offensive Use

Uses that violate the law or encourage others to violate the law, including but not limited to:

- Transmitting offensive, abusive, or harassing messages
- Offering for sale or use any substance the possession or use of which is prohibited by law
- Viewing, transmitting, or downloading pornographic material or material that encourages unlawful activity
- Downloading or transmitting confidential, trade secret, or copyrighted materials without authorisation

Unless explicit permission is provided, users should assume that all materials are protected by copyright.

4.2 Plagiarism and Copyright Infringement

Users must not plagiarise work found on the internet. Plagiarism is presenting the ideas or writings of others as one's own.

Users must respect the rights of copyright owners and must not infringe copyright. Copyright infringement occurs when a protected work is reproduced without authorisation.

Where acceptable use conditions apply to a work, users must comply with those conditions. If unsure, users must seek permission from the copyright owner.

The distribution of unauthorised copies of copyrighted motion pictures, music, or other media constitutes copyright infringement under the Copyright Act 1968 (Cth) and may also breach international law.

4.3 Harmful or Malicious Activity

Uses that cause harm to others or damage to property, including:

- Defamation
- Uploading or transmitting viruses, worms, trojans, or other malicious software
- Hacking or unauthorised access to computers, networks, or information systems

4.4 Network and Security Risks

Uses that jeopardise the security of AITT or other networks, including:

- Disclosing or sharing passwords
- Impersonating another user
- Installing or using unauthorised software on AITT systems
- Altering system settings
- Damaging or modifying computer equipment or software

4.5 Infringement of Others' Rights

Uses that intrude upon the rights of others, including:

- Invading privacy
- Harassing other users or AITT staff

4.6 Personal Use or Gain

Using AITT information technology facilities to transmit or download materials for personal use or personal gain that are not directly or indirectly related to studies or authorised work activities.

5. Disclaimers

While AITT endeavours to provide access to information, AITT disclaims any warranty as to the accuracy, timeliness, usefulness, or fitness for purpose of information accessed through its internet services.

AITT is not liable for direct, indirect, or consequential damages related to:

- Use of information accessed through AITT's internet services
- Operation or failure of filtering software
- Circumvention of filtering controls by users

Availability of information via AITT's internet service does not constitute endorsement of that information.

Users are advised that software or information downloaded from the internet may contain viruses and should use appropriate virus protection.

AITT is not responsible for damage to users' devices, loss of data, or liability arising from use of AITT computers or IT facilities.

6. Procedures

AITT may develop and implement rules and procedures as necessary to ensure the fair, reasonable, and secure use of internet and computer resources.

7. Monitoring and Review

AITT monitors compliance with this policy through:

- IT access controls and monitoring
- Incident reporting and investigation
- Staff supervision and compliance monitoring
- Internal audits and continuous improvement processes

This policy is reviewed:

- At least annually
- In response to changes in legislation, regulatory requirements, or technology risks
- Following incidents, complaints, or audit findings

8. Approval

Policy Title **AITT Internet and Computer Use Policy**

Policy Owner CEO – Hanif Kuthubutheen

Policy Version 3

Approval Date December 2025

Review Date December 2027

Approved By CEO – Australian Institute of Technology Transfer (AITT)

Signature 

Hanif Kuthubutheen

Chief Executive Officer

AITT