

Guideline for the acceptable use of *ICT systems

1. Brief description

*This *Guideline seeks to ensure that *ICT systems are used in a legal, ethical and responsible manner.*

1.1 Related standard

This *Guideline is made under and supports the ICT Cyber Security Standard (DM#4410922).

1.2 Introduction

The misuse, whether deliberate or accidental, of Western Power's *ICT systems puts Western Power at risk.

The principles in this *Guideline are designed to mitigate such risks.

1.3 Scope

This *Guideline applies to all users of Western Power's *ICT systems including but not limited to employees, consultants, contractors and officers of Western Power.

2. Details

2.1 Outcomes

- (i) *ICT systems will be used in a manner that is consistent with Western Power's corporate purpose of '*connecting people with electricity in a way that is safe, reliable and affordable*'.
- (ii) *ICT systems will not be impacted by non-business related user behaviours, whether deliberate or accidental.
- (iii) The accountabilities for the 'Acceptable Use' of *ICT systems will be established.

2.2 Guidelines

- (i) *ICT systems are provided for Western Power business purposes.
- (ii) *ICT system users:
 - a. are responsible for any use of their own account details and access

- b. must not share their username and password
 - c. must protect, to the best of their ability, information systems and infrastructure against damage or unauthorised access
 - d. are responsible for ensuring their actions in using *ICT systems do not endanger any person or the integrity or security of our environment
 - e. must not bring Western Power into disrepute or otherwise increase the organization's risk profile through their use of *ICT systems
 - f. must ensure confidentiality and privacy of information about Western Power, its customers and fellow employees is respected and maintained in a secure manner
 - g. must ensure confidential information is not used for private gain or advantage of others
 - h. must ensure that only those authorised to use particular information are given access to that information
 - i. must ensure information is searched, accessed and/or used only for the purposes required as part of designated Western Power duties.
- (iii) unacceptable use of ICT systems includes, but is not limited to:
- a. using ICT systems for any illegal purpose
 - b. sending or storing harassing, intimidating, rude, offensive or abusive *materials
 - c. using personal information in a way that contravenes privacy laws
 - d. misrepresenting your identity or affiliation
 - e. using someone else's identity and password for access to *ICT systems
 - f. using *ICT systems for commercial purposes without Head of Function approval
 - g. attempting to evade or disable security provisions
 - h. misuse of shared *ICT systems in a way that impacts other users

3. Compliance

Failure to comply with any *ICT policy, standard, procedure and/or guideline may result in loss of access, disciplinary action, including termination of employment or contract.

4. Accountabilities

Head of *ICT:

Accountable for:

- (i) implementing this *Guideline across the business

- (ii) preparing, issuing and maintaining any required supporting documentation
- (iii) maintaining the relevance and currency of its contents
- (iv) ongoing education (as necessary)
- (v) publishing the approved version of this *Guideline in an appropriate location.

Formal Leader:

Accountable for:

- (i) ensuring that people are aware of their responsibilities under the *Guideline
- (ii) monitoring and ensuring compliance with the requirements of this *Guideline
- (iii) taking disciplinary action in accordance with company policy if there are compliance breaches

5. Review

This *Guideline will be reviewed at least once in every three year period or in the event of significant changes to the organisation, such as changes of key personnel, taking into account the purpose of the *Guideline and the outcome of the compliance review.

6. Dictionary

Words in the first column of the following table are defined terms and have the corresponding meaning shown in the second column of the table.

Defined terms are identified in this *Guideline by the insertion of an asterisk (“*”) before the defined term.

Defined term	Meaning
*Guideline	this 'Guideline for the acceptable use of ICT systems'
*ICT	Western Power’s Information Communications Technology (ICT) Function.
*ICT systems	This covers but is not limited to data centre facilities, computer technologies, communications, data & voice networks and digital information which support all corporate & operational technology and are managed by *ICT.
*materials	media that is stored or transmitted electronically, such as data, text, software, and music, sound, graphical images, video, messages or documents.
Western Power	Electricity Networks Corporation

7. Further information

If you have any questions in relation to this *Guideline please contact the *ICT Area Manager of Enterprise Architecture or the Head of ICT.

8. Content owner

Head of ICT

9. Related documents

Description	DM reference
Information technology and records management policy	DM#12008675
Information technology and record management corporate policy framework	DM#12022296
*ICT cyber security standard	DM#4410922
Code of conduct	DM#3575156

10. Approval history

Version	Approved by	Date	Resolution no.	Notes
1.	Head of Function, Information and Communication Technology	04/03/2015		***
2.	Head of Function, Information and Communication Technology	29/03/2016		Revised DM References

*** This *Guideline in conjunction with the *ICT Cyber Security Standard replaces the Information and Technology Security Policy


Date of approval: 29/03/2016

Approved by Leigh Sprlyan
Head of Function, Information and Communication Technology