ICT Acceptable Use (DLI) Procedure

Section 1 - Preamble

(1)   This Procedure is effective from 1st of December 2025.

(2)   Additionally, staff members must adhere to the Navitas IT Acceptable Use Policy, which provides detailed guidance specifically applicable to staff ICT use.

Section 2 - Purpose

(3)   The purpose of this Procedure is to provide a clear framework for the appropriate use of ICT resources at Deakin University Lancaster University Indonesia (DLI). It supports the implementation of the ICT Acceptable Use Policy (DLI) by outlining the operational processes and responsibilities.

Section 3 - Scope

(4)   This Procedure applies to all students, staff, associates, and contractors of DLI who access or use ICT resources provided by the institution.

(5)   During the establishment of DLI, all policy, procedures and supporting processes will be regularly reviewed. In the establishment phase, defined as the first two years from when students commence DLI programs, any issues arising from the implementation of current policy, procedure or process will be referred to a jointly-convened Policy and Procedure Review Panel (PPRP). The PPRP will comprise designated academic and professional service representatives from the University Partners and the Office of the Rector. The PPRP will recommend an outcome best aligned with relevant principles and the best interests of any student(s) concerned, and will advise DLI on the future development of policy, procedure and supporting processes. During the establishment phase, the PPRP may make recommendations to vary any given policy only with endorsement from relevant University Partner governance processes. All policy and procedure will be subject to a full review at the end of the two-year establishment phase.

Section 4 - Policy

(6)   This Procedure is pursuant to the ICT Acceptable Use Policy (DLI).

Section 5 - Procedure

User Access and Responsibilities

(7)   All users must complete the ICT induction program prior to accessing DLI ICT resources.

(8)   Access requests must be submitted via the ICT Services portal and approved by the relevant supervisor.

(9)   Users are responsible for maintaining the confidentiality of their login credentials.

(10)   Any detected security threats or breaches must be reported to the ICT Services team immediately.

Acceptable Use Guidelines

(11)   ICT resources must be used solely for university-related activities.

(12)   Limited personal use is allowed, provided it does not interfere with DLI operations.

(13)   Users must not engage in any activity that violates applicable laws, university policies, or ethical standards.

(14)   Software and applications installed on DLI ICT infrastructure must be authorised by the ICT department.

Security and Data Protection

(15)   Multi-factor authentication (MFA) must be enabled where applicable.

(16)   All devices accessing DLI networks must comply with the institution's security requirements.

(17)   Regular password updates are required as per the password management policy.

(18)   Personal and sensitive data must be handled in compliance with the DLI Data Protection Guidelines and Indonesian regulations.

Prohibited Activities

(19)   Accessing, transmitting, or storing offensive, illegal, or discriminatory material.

(20)   Using ICT resources for personal commercial activities

(21)   Attempting to bypass security controls or access unauthorised areas.

(22)   Engaging in any activity that could disrupt network services or compromise security.

Monitoring and Compliance

(23)   ICT usage will be monitored to ensure compliance with policy and legal requirements.

(24)   DLI reserves the right to audit user activity and access logs.

(25)   Non-compliance with this Procedure may result in disciplinary action, including suspension of ICT access.

Incident Reporting

(26)   Security incidents or breaches must be reported using the Incident Reporting Procedure.

(27)   The ICT Services team will conduct investigations and report findings to the appropriate authority.

(28)   Users must cooperate fully with any investigations related to ICT use.

Training and Awareness

(29)   Regular training sessions will be conducted to educate users on ICT security and compliance.

(30)   Awareness campaigns will be held to highlight best practices and potential risks associated with ICT use.

Section 6 - Definitions

(31)   For the purpose of this procedure:

a.   ICT Resources: Hardware, software, networks, and data storage facilities provided by DLI.

b.   Users: Staff, students, and associates who access ICT resources.

c. Personal Use: Limited, non-commercial use of ICT resources outside of core duties.

ASSOCIATED DOCUMENTS

(32) Associated documents are available on the [DLI Policy page](#).

PROCEDURE DETAIL	
Name of procedure	ICT Acceptable Use (DLI) Procedure
Overarching policy	ICT Acceptable Use (DLI) Policy
Approved by	Yayasan Governing Board
Approval date	27th November 2025
Date of effect	1st December 2025
Date of review	1st December 2026
DLI Approval	Joint Management Committee 25th November 2025
Responsible Executive	DLI Rector
Implementation Officer	DLI Chief Operating Officer
Policy or procedure superseded	N/A
Associated documents	ICT Acceptable Use (DLI) Policy
Summary	The purpose of this Procedure is to provide a clear framework for the appropriate use of ICT resources at Deakin University Lancaster University Indonesia (DLI). It supports the implementation of the ICT Acceptable Use Policy (DLI) by outlining the operational processes and responsibilities.
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Category	Administrative or University governance
Target audience	Students, staff, associates