

Audio Visual Use Policy

Controlled Document – refer to Intranet for latest version

Category: Information and Technology	Date Created: July 2009
Responsibility: Director Information Systems & Technology	Date Last Reviewed: September 2012
Approval: Chief Financial Officer	Version: 12.1

Purpose

This policy establishes guidelines for employees, students and contractors who may be given access to audio visual facilities. This policy promotes the responsible and ethical use of audio visual resources of UCOL.

Scope

This is a UCOL wide policy.

Policy Statements

UCOL provides audio visual facilities to support its educational mission. It is in the best interests of all users that the operation of these facilities is in accordance with practices which ensure that the rights of all users are protected and the goals of UCOL are achieved.

This policy applies to **all** audio visual facilities owned, leased, operated or contracted by UCOL. UCOL audio visual resources are not to be used for commercial purposes or non-UCOL related activities without the prior written permission of the Chief Executive or authorised delegate.

'Authorised Users' (referred from here on as simply 'users') are current staff and students of UCOL.

Basic Principles

Users must not attempt to interfere with the normal operation of audio visual facilities. All users of audio visual facilities should act responsibly and in a manner consistent with normal ethical obligations.

Specifically users will not:-

- use audio visual facilities and resources in a way that violates any applicable laws, contractual agreements, or licenses, including copyright laws;
- use audio visual facilities and resources in a way that may misrepresent UCOL, or violates any UCOL policy;
- use audio visual facilities and resources in a manner considered harmful or harassing to another person.

Users must respect the rights of other users to access operational audio visual systems by not:

- restricting access to equipment needed by other users;
- failing to notify the Information Technology Department when equipment is damaged, incomplete or requires maintenance;
- moving equipment from its designated area;
- removing cables or altering settings including re-tuning video and television equipment;
- harassing others in any way or interfering with their legitimate use of audio visual facilities

The following guidelines are provided to establish responsible use of the Audio Visual facilities:

- Ensure that all systems and resources to which you have access remain secure; this is vital when working in a public space.
- Comply with the copyright policies regarding duplication and publication of audio tapes, video tapes, and documents.
- Do not duplicate, store or publish offensive material using audio visual equipment operated by UCOL.

Disciplinary Actions

Violation of the principles described in this policy may result in disciplinary action. Such action will be taken as outlined in the Academic Statute (Section 27) or the Staff Disciplinary Procedure.

Relevant Legislation

Privacy Act 1993 (Privacy Act 2020 from 1 December 2020)

Human Rights Act 1993

Employment Contracts Act 1991

Copyright Act 1994

Indecent Publications Act 1963

Related Documentation

- ♦ Academic Statute - Section 27, Discipline.
- ♦ [Disciplinary Procedure](#)
- ♦ [Conduct Expected of Employees Policy](#)
- ♦ [Copyright Policy](#)