



Defence Youth Safety Fact Sheet

Cyber Safety for ADF Cadet Adults using ADF Cadets provided ICT Systems

ADF Cadets provided ICT systems are governed by acceptable usage policies and it is the user's responsibility to ensure that they do not breach these policies. Users of these systems are individually responsible for maintaining the security and integrity of their ADF Cadets provided ICT account(s) and it is the responsibility of the owner to ensure devices used to access ADF Cadets provided ICT systems are appropriately secured.

Use of ADF Cadets provided ICT systems

To help ensure acceptable use of ADF Cadets provided ICT systems:

- All passwords must be kept secure and should not be shared.
- Be aware that if you give someone access to your account you are responsible for what they do.
- Do not provide access to accounts to anyone who is not the account holder or is not authorised to access the account.
- Always lock your computer when leaving it unattended.
- Ensure that emails are classified appropriately as it is an offence to deliberately misclassify an email in order to circumvent a security mechanism.
- Do not plug unauthorised devices into ADF Cadets provided ICT systems. Only approved devices are allowed to be used and unauthorised devices will be investigated.
- To reduce the likelihood of spear phishing attacks, the use of CadetNet email addresses in any non-Defence forums for non-Defence business is prohibited. If you receive a spear phishing email, attach it to a new email and send it to: **ADFCIRT@defence.gov.au**.
- Users must lookout for SPAM email and should never click on links or respond to the originator. Should you encounter any SPAM you should forward the email to: **spam@defence.gov.au**.
- Defence monitors all use of ADF Cadets provided ICT systems. Users do have a right to privacy however users do not have a right to total anonymity.
- The ADF Cadets provided ICT systems should not be used inappropriately or to engage in behaviours that are offensive, belittling, abusive, threatening, or adverse to morale, discipline or workplace cohesion.
- Inappropriate and illegal use of ADF Cadets provided ICT systems will not be tolerated and Defence may use administrative or legal action in an effort to correct poor behaviours and shape future proper use of its ICT systems.
- Any event that is detrimental to security or breaches security policy or compliance is a security incident and should be reported.

Further Information

For further information about the use of ADF Cadets provided ICT Systems please refer to the user agreement of the system being accessed.

If you have any questions, contact the Directorate of Youth via email:
defence.youth@defence.gov.au

