Acceptable Use of Computers, Email & Internet Policy 2.0

Version	2.0	Approved by	Committee of Management
Drafted by	Jessica Macpherson	Approved date	October 2016
Responsible person	Jessica Macpherson	Review date	October 2017

This policy sets out guidelines for acceptable use of the computer network, including internet and email by employees and volunteers of St Kilda Mums Inc. 'the organisation' that also trades as Geelong Mums and Eureka Mums. The primary purpose for which access to the internet and email is provided to staff and volunteers is to assist them in carrying out the duties of their employment.

Policy

Staff may use the internet and email access provided by the organisation for:

- Any work and work-related purposes

- Limited personal use (for details see Procedures, below)

- More extended personal use under specific circumstances (for details see Procedures, below).

Responsibilities

It is the responsibility of the CEO to ensure that:

- staff are aware of this policy;

- any breaches of this policy coming to the attention of management are dealt with appropriately.

It is the responsibility of the all employees and volunteers to ensure that their usage of electronic media conforms to this policy.

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Procedures

Limited personal use

Limited personal use of computer, internet and email facilities provided by St Kilda Mums is permitted where it:

- Is infrequent and brief

- Does not interfere with the duties of the employee or his/her colleagues

- Does not interfere with the operation of the organisation

- Does not compromise the security of the the organisation's systems

- Does not impact on the organisation's electronic storage capacity

- Does not decrease network performance (e.g. large email attachments can decrease system performance and potentially cause system outages)

- Incurs no additional expense for the organisation

- Violates no laws

- Compromises none of the confidentiality requirements of the organisation

- Does not fall under any of the 'unacceptable use' clauses outlined below.

Examples of what would be considered reasonable personal use are:

- Conducting a brief online bank transaction, or paying a bill

- Sending a brief personal email, similar to making a brief personal phone call

Permitted extended personal use

It is recognised that there may be times when staff need to use the internet or email for extended personal use. An example of this could be when a staff member needs to use the internet to access a considerable amount of materials related to study they are undertaking. In these situations it is expected that:

- The staff member advise and negotiate this use with their Manager

- The time spent on the internet replaces all or part of a staff member's break/s for that day, or that they adjust their timesheet accordingly for that day.

It is not expected that staff need to advise or negotiate with the Manager for personal use that would be reasonably considered to be of a limited nature.

Unacceptable use

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Staff may not use internet or email access (including internal email access) provided by the organisation to:

- Create or exchange messages that are offensive, harassing, obscene or threatening

- Visit websites containing objectionable (including pornographic) or criminal material

- Exchange any confidential or sensitive information held by the organisation (unless in the authorised course of their duties)

- Create, store or exchange information in violation of copyright laws (including the uploading or downloading of commercial software, games, music or movies)

- Use internet-enabled activities such as gambling, gaming, conducting a business or conducting illegal activities

- Create or exchange advertisements, solicitations, chain letters and other unsolicited or bulk email.

Related Policies and Documents

- OH&S Policy

- Social Media Policy

- Code of Conduct Policy

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