Acceptable Use of Computers, Email & Internet Policy 1.0

Version	1.0	Approved by	Derryck Klarkowski
		Approved date	1 March 2019
Responsible person	Executive Officer	Review date	30 January 2020

1. Introduction

This policy sets out guidelines for acceptable use of the computer network, including internet and email by employees and volunteers of We Care Connect, also referred to as 'the organisation'. 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.

2. Policy

Staff and volunteers may use the internet and email access provided by the organisation for any work and work-related purposes. Unless authorized in advance staff and volunteers must not use these platforms for personal use.

3. Responsibilities

It is the responsibility of the EO 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.

4. Procedures

Limited personal use

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

- it is approved by the EO

- 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.

Unacceptable use

Staff and volunteers may not use internet or 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.

5. Related Policies and Documents

- WH&S Policy
- Social Media Policy
- Code of Conduct Policy

6. Acknowledgements

This document is directly based with permission on the St Kilda Mums 'Acceptable Use of Computers, Email & Internet Policy 2.0', drafted by Jessica Macpherson, approval date October 2016