



## ACCEPTABLE USE OF COMPUTERS, INTERNET AND EMAIL

Policy number	AP001	Version	Version 1
Drafted by	Jamie Taafe	Approved by Board on	27 June 2015
Responsible person	CoB	Scheduled review date	1 January 2017

### INTRODUCTION

The Victorian Tenpin Bowling association Inc. (hereafter "TBAV") recognises that staff need access to email systems and the internet to assist in the efficient and professional delivery of services. TBAV supports the right of staff to have access to reasonable personal use of the internet and email communications in the workplace.

### PURPOSE

This policy sets out guidelines for acceptable use of the computer network, including internet and email by employees and volunteers of TBAV. The primary purpose for which access to the internet and email is provided to TBAV 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 TBAV 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).

### AUTHORISATION (FOR AND ON BEHALF OF THE BOARD)

\_\_\_\_\_  
Chairman of the Board

\_\_\_\_\_  
Secretary of the Board

Date of approval by the Board:

27 June 2015



# ACCEPTABLE USE OF COMPUTERS, INTERNET & EMAIL PROCEDURES

Procedures number	APP001	Version	Version 1
Drafted by	Jamie Taafe	Approved by Board on	27 June 2015
Responsible person	CoB	Scheduled review date	1 January 2017

## RESPONSIBILITIES

It is the responsibility of the State Manager (Operations & Strategy) 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 all employees and volunteers to ensure that their usage of electronic media conforms to this policy.

## PROCESSES

### Limited personal use

Limited personal use of computer, internet and email facilities provided by TBAV 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 TBAV
- Does not compromise the security of the TBAV's systems
- Does not impact on TBAV's electronic storage capacity
- Does not decrease network performance (e.g. large email attachments can decrease system performance and potentially cause system outages)
- Corresponds to the procedures outlined in the Email Maintenance and Archiving Procedures document
- Conforms to the practices for file management and storage outlined in the current Technology Procedures Manual
- Incurs no additional expense for TBAV
- Violates no laws
- Compromises none of the confidentiality requirements of TBAV
- Does not fall under any of the 'unacceptable use' clauses outlined below
- Does not compromise TBAV's policies regarding Code of Conduct, Member Protection or Social Media.

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**

Staff may not use internet or email access (including internal email access) provided by TBAV 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 TBAV (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.

Staff may not use the computers to play games in work time.

## **RELATED DOCUMENTS**

- Email Maintenance and Archiving Procedures
- Technology Procedures Manual

## **AUTHORISATION (FOR AND ON BEHALF OF THE BOARD)**

\_\_\_\_\_  
Chairman of the Board

\_\_\_\_\_  
Secretary of the Board

Date of approval by the Board:

27 June 2015