



## Acceptable Use of Electronic Media Policy

|                    |                 |                       |                 |
|--------------------|-----------------|-----------------------|-----------------|
| Policy number      | [insert number] | Version               | [insert number] |
| Drafted by         | [insert name]   | Approved by Board on  | [insert date]   |
| Responsible person | [insert name]   | Scheduled review date | [insert date]   |

### 1. Introduction

[Organisation] recognizes that Workers may need access to Electronic Media Systems and Associated Tools in order to successfully fulfill their role. In addition, [Organisation] supports the right of Workers to have access to reasonable personal use of Electronic Media Systems and Associated Tools in the workplace.

### 2. Purpose

This policy sets out guidelines for acceptable use of Electronic Media Systems and Associated Tools by employees and volunteers of [Organisation]. Access to Electronic Media Systems and Associated Tools is provided to [Organisation] Workers and volunteers for the primary purpose of assisting them in carrying out the duties of their role.

### 3. Scope

This policy applies to the following, collectively referred to as ‘Workers’.

| Employees | Directors | Officers | Contractors ( | Volunteers |
|-----------|-----------|----------|---------------|------------|
| ?         | ?         | ?        | ?             | ?          |

### 4. Definitions

4.1 “**Electronic Media Systems**” includes, but is not limited to:

- a) Email
- b) Internet
- c) Intranet
- d) Voicemail
- e) Instant messaging and chat facilities, and
- f) Online discussion groups

4.2 “**Associated Tools**” refers to technology required to access the Electronic Media Systems such as:

- a) Phones



- b) Computers
- c) Tablets

## **5. Policy**

- 5.1 Workers may use Electronic Media Systems and Associated Tools provided by [Organisation] for:
- a) Any work-related purposes;
  - b) Limited personal use (for details see Procedures, below);
  - c) More extended personal use under specific circumstances (for details see Procedures, below).
- 5.2 Where Workers use Electronic Media Systems and Associated Tools belonging to or paid for by [Organisation], whether or on off the premises (including when working remotely), properly authorised employees of [Organisation] may access any of those tools or associated data to ensure that the organisation's policies are being adhered to. Such Electronic Media Systems, Associated Tools and data should not be regarded as private in nature.
- 5.3 [Organisation] may, at its discretion, monitor:
- a) Storage volumes;
  - b) internet sites visited;
  - c) downloaded volumes;
  - d) suspected malicious viruses;
  - e) [Optional]instant messaging;
  - f) emails;
  - g) computer hard drives;
  - h) [Add or delete as appropriate].

## **6. Company equipment & property**

- 6.1 All Electronic Media Systems and Associated Tools such as phones and laptops supplied by [Organisation] to the Worker remains the property of [Organisation] and must be maintained in good working order, subject to reasonable wear and tear.
- 6.2 [Organisation] may, at its discretion, provide Workers with Associated Tools to perform their role, and may install programs or software to track the location and use of that tool. Such programs or software must not be removed from the Associated Tool by the Worker without prior written approval from [Organisation].
- 6.3 [Organisation] reserves the right to monitor use of its I.T. equipment at all times, including during any remote working arrangement.



## 7. Responsibilities

7.1 It is the responsibility of the **CEO** to ensure that:

- a) Workers are aware of this policy.
- b) any breaches of this policy are dealt with appropriately.

7.2 It is the responsibility of all **Workers** to ensure that their use of Electronic Media Systems and Associated Tools conforms to this policy. Workers are expected to be respectful and professional in all communications using [Organisation]'s Electronic Media Systems and Associated Tools.

7.3 Primary purpose

Access to Electronic Media Systems and Associated Tools is provided by [Organisation] for the primary purpose of carrying out the tasks and duties associated with a particular role.

7.4 Limited personal use

Workers may engage in limited personal use of Electronic Media Systems and associated tools, whether or not they are provided by [Organisation], in connection with work where it:

- Is infrequent and brief.
- Does not interfere with the duties of the Worker or his/her colleagues.
- Does not interfere with the operation of [Organisation];
- Does not compromise the security of [Organisation] or of its systems.
- Does not compromise the reputation or public image of [Organisation].
- Does not impact on the electronic storage capacity of [Organisation].
- 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 Retention and Archiving Policy;
- Conforms to the practices for file management and storage outlined in the [Technology Procedures Manual].
- Incurs no additional expense for [Organisation].
- Violates no laws.
- Does not compromise any of the confidentiality requirements of [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 banking transaction or paying a bill.
- Checking social media during lunchtime.
- Sending a brief personal email or text or making a brief personal phone call.

## 7.5 Permitted extended personal use

There may be times when Workers need to use the internet or email for extended personal use. An example of this could be when a Workers member needs to use the internet to access a considerable amount of material related to a course they are undertaking. In these situations, it is expected that:

- a) The Workers member advises and negotiates this use with their manager beforehand in order to obtain the manager's approval.
- b) The time spent on the internet replaces all or part of a Workers member's break/s for that day, or that they adjust their timesheet accordingly for that day.

## 7.6 Access to electronic data

[Organisation] may need to access any and all Electronic Media Systems and Associated Tools. [Organisation] may authorise particular Workers to inspect any files or messages recorded on its electronic media at any time for any reason. . [Organisation] may also recover information that a user has attempted to delete, and Workers should not assume that such data will be treated as confidential.

## 7.7 Unacceptable use

Workers may not use Electronic Media Systems and Associated Tools provided by [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 [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);
- Undertake internet-enabled gambling or gaming activities.
- Conduct a business or side-project.
- Conduct any illegal activities.
- Conduct any activities that are not in line with [Organisation]'s values.



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

## 7.8 Security

Workers must ensure that when not in use, Associated Tools are locked and stored securely. For security reasons, tools should not be left unlocked or unattended in public for any reason. Workers must not leave Associated Tools in a locked vehicle unless [Organisation] has provided prior written approval for this to occur.

## 8. Breach of this policy

- 8.1 Any breach of this policy may result in disciplinary action up to the immediate termination of a Worker's engagement or employment
- 8.2 Other disciplinary action that may be taken includes, but is not limited to, issuing a warning, suspension or disconnection of access to internet, email and computer use (whether permanently or on a temporary basis), and withdrawal of access to and use of Associated Tools.

## 9. Above and beyond provisions

Below is a list of provisions that go beyond the minimum and thus may help your organisation move into "Employer of Choice" territory. Consider if any of these might be appropriate for your organisation. Delete or include these provisions as appropriate for your organisation.

- Who will be responsible for loss, damage or theft of associated tools?
- Will you pay telecommunication bills?
- Will you pay for online subscriptions?
- Will you allow personal use of online tools for non-work purposes?

## 10. Related Documents

- [Email Retention and Archiving Policy](#)
- [Technology Procedures Manual]
- [Working from Home Policy]