

INFORMATION TECHNOLOGY ACCESS AND MANAGEMENT POLICY

Purpose of Policy:

To outline the acceptable use of the computer network, including internet and email by employees, volunteers and users of Maldon Neighbourhood Centre (MNC).

The MNC recognises that staff and volunteers need access to email systems and the internet to assist them in carrying out the duties of their employment. MNC supports the right of staff and volunteers to have access to reasonable personal use of the internet and email communications in the workplace. The MNC provides access to email systems and the internet for the personal requirements of Centre users.

Scope:

This policy covers all staff, contractors, volunteers and Centre users.

Responsible Parties:

It is the responsibility of the Committee of Management, the Coordinator and volunteers acting in a duty manager capacity that:

- Staff, contractors, volunteers and Centre users 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 staff, contractors, volunteers and Centre users to ensure that their usage of electronic media conforms to this policy.

Policy:

Staff, contractors, volunteers and Centre users may not use internet or email access (including both internal and external email access) provided by MNC 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 MNC (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 computers to play games or access private social media accounts in work time.

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

- Any work and work-related purposes
- Limited personal use (for details see below)

Policy Reference Number: POL2013006

Date of endorsement: 02.04.2013

Date last reviewed: 27/7/2021

Date for next review: 27/07/2024

Limited personal use

Limited personal use of computer, internet and email facilities provided by the organisation is permitted where it:

- Is infrequent and brief
- Does not interfere with the duties of the employee or colleagues
- Does not interfere with the operation of MNC
- Does not compromise the security of the MNC systems
- Does not impact on MNC'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 MNC
- Violates no laws
- Compromises none of the confidentiality requirements of MNC
- Does not fall under any of the 'unacceptable use' clauses outlined above.

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