

## **Administration & Operations**

**HACC Standard 3**

**Review Date June 2011**

**Policy Number: A05**

**Number of pages: 2**

**Attachments: Nil**

# **Policy Register**

## **Subject: Internet & Emails Use**

### **Primary Responsibility:**

All members of Staff and Committee members

### **Policy Statement**

The primary purpose for which access to the internet and email is provided by WSCF to its staff is to assist them in carrying out the duties of their employment.

### **Procedure**

- Staff should use the internet for email and research purposes to support their work role.
- Staff should utilise the internet and email in accordance with the WSCF Code of Practice Policy.
- Use of the internet for personal purposes is allowed provided that the personal use is moderate in time, does not incur significant cost for WSCF and does not interfere with the employment duties of the staff member or their colleagues.
- Any person who accesses pornographic material or downloads illegal files through the internet may have their employment terminated immediately.
- Downloading illegal files is strictly prohibited. These include any files without permissions for intellectual property rights, such as music, images and software/applications.
- Accessing, downloading or sending inappropriate communications (including text, images and sound) such as material which could amount to harassment, obscene or sexually offensive messages, defamatory messages, or any other messages identified by WSCF as inappropriate is strictly prohibited.
- Staff should not solicit the receipt of inappropriate email.
- Downloading software is not permitted without prior permission of the Executive Officer. Only licensed software is to be used on WSCF computers.
- Staff must immediately report the circulation of inappropriate communications within the workplace or inappropriate use of the internet to the Executive Officer.

- WSCF keeps and may monitor logs of internet usage. WSCF will not engage in real-time surveillance of internet usage.
- Responsibility for use of the internet that does not comply with this policy lies with the employee. The employee must indemnify WSCF for any loss suffered by WSCF by any breach of this policy.
- Any alleged breach of this Policy will be dealt with according to the WSCF Disciplinary Policy.

**Adopted by Board on: 2/6/2009**

***CROSS REFERENCE***

- Code of Practice Policy and Procedure
- Disciplinary Policy and Procedure