**TECHNOLOGY POLICIES**

**SECTION 1: TECHNOLOGY**

**POLICY 1: INTERNET AND EMAIL**

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| **Policy Rationale** | This policy sets expectations, obligations and acceptable use practises of [Organisation] technology services, including internet and email. |
| **Policy** | [Organisation] recognises that staff need access to email systems and the internet to assist in the efficient and professional delivery of services.  [Organisation] supports the right of staff to have access to reasonable personal use of the internet and email communications in the workplace.  Staff may use the internet and email access provided by [Organisation] for:   * Any work- related purposes * Limited personal use (see below)   Limited personal use is permitted where it:   * Is infrequent and brief * Does not interfere with his/her duties * Does not interfere with the duties of his/her colleagues * Does not interfere with the operation of [organisation] * Does not compromise the security of the [organisation] systems * Does not decrease [organisation] network performance (e.g. large email attachments can decrease system performance and potentially cause system outages) * Does not incur any additional expense for [organisation] * Does not violate any laws * Does not compromise any confidentiality requirements of [organisation]   **Unacceptable use**  Staff may not use technology facilitated services and resources (including internal email access) provided by [organisation] to:   * Create or exchange messages that are offensive, harassing, obscene or threatening * Visit web sites containing objectionable (including pornographic) or criminal material * Exchange any confidential or sensitive information held by [name of 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 or unethical 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  Cyber Bullying/Safety Bullying and harassment in all forms as unacceptable in our sport. Bullying has the potential to cause great anxiety and distress to the person targeted by hurtful or derogatory comments or statements.  New technologies and communication tools, such as smart phones and social networking websites, have greatly increased the potential for people to be bullied though unwanted and inappropriate comments.  [Organisation] will not tolerate abusive, discriminatory, intimidating or offensive statements being made online. In some cases, bullying is a criminal offence. Breach of this policy Breaches of this policy will be considered a serious matter.  Employees who do so will be subject to disciplinary action, up to and including termination of employment.  Where appropriate, the company will involve the police or other law enforcement agencies in relation to breaches of this policy.  **Resources**  Link to [organisation] handbook |
| **Review Protocol** | Policy Owner:  Policy Reviewed By:  Date Reviewed:  Next Review Date: |