



ACCEPTABLE USE OF COMPUTERS, INTERNET AND EMAIL POLICY

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Introduction

South West Arts Inc recognizes that staff needs access to email systems and the internet to assist in the efficient and professional delivery of services. South West Arts Inc 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 of South West Arts Inc. The primary purpose for which access to the internet and email is provided to South West Arts Inc staff is to assist them in carrying out the duties of their employment.

Policy

Staff may use the internet and email access provided by South West Arts for:

- Any work and work related purposes
- Limited personal use (see below)
- More extended personal use under specific circumstances (see below)

Procedures

Limited Personal Use

Limited personal use is permitted where it:

- Infrequent and brief
- Does not interfere with the duties of the employee or his/her colleagues
- Does not interfere with the operation of South West Arts Inc
- Does not compromise the security of the South West Arts Inc systems
- Does not impact on South West Arts Inc electronic storage capacity

- Does not decrease South West Arts Inc's network performance (e.g. large email attachments can decrease system performance and potentially cause system outages)
- Conforms to the practices for file management and storage
- Does not incur an additional expense for South West Arts Inc
- Does not violate any laws
- Does not compromise any confidentiality requirements of South West Arts Inc

Examples of what would be considered reasonable personal use are:

- Conducting a brief online bank transaction
- Paying a bill
- Sending a brief personal email, similar to making a brief personal phone call

Permitted Extended Personal Use

It is recognized 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'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 South West Arts Inc to:

- Create or exchange messages that are offensive, harassing, obscene or threatening
- Visit web sites objectionable (including pornographic) or criminal material
- Exchange any confidential or sensitive information held by South West Arts Inc (unless in the authorized 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.