

Werribee Community Centre Inc Policy

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| Policy name | Computers, Internet and e-mail Policy and Procedure |
| Related Standard | |
| Responsible person | CEO and/or Business Services Manager |
| Staff involved | IT Administrator, Service Unit Managers, Coordinators, Teachers and Trainers |
| Review dates | 2012 |
| Related documents | Risk Management Policy; Risk Management Plan; Record Keeping Policy; IT Job Description; Backup Procedure; Privacy Policy; Code of Ethics; Codes of Conduct; Cyberbullying Policy, General Information for Participants. |

This Policy covers the following broad areas:

- File management and storage;
- Acceptable use of computers, Internet, email and social networking sites;
- Access to computer files;
- Email etiquette; and,
- Maintenance of computer systems.

File Management and Storage: Information held on a computer needs to be managed in a similar way to hard copy filing systems. This includes naming documents, storing documents appropriately, data back ups and archiving information.

Acceptable use of Computers, Internet, email and social networking sites: All employees, volunteers, students, users, members and Committee of Management accessing computer facilities should do so in an ethical and lawful manner.

Unacceptable use includes:

- creating and exchanging messages that are offensive, harassing, obscene or threatening;
- accessing unauthorised or illegal websites;
- creating, storing or exchanging information in violation of copyright laws; and,
- exchanging or advertising work related information via social networking sites such as Facebook without approval.

Access to Computer Files: There are some files which not everyone in the organisation is entitled to access. The CEO and service unit managers only will access to each other's files. Permission must be obtained to use computers used by the CEO, Service Unit Managers, , the VET, Settlement and Finance Coordinators due to the sensitive nature of some files. Employees issued with a computer log in and password should under no circumstances share these details with another employee.

Email Etiquette: Email messages should be answered in a timely manner and should not contain any offensive material. Emails should be signed off with your name and that of the organisation. No spam email should be perpetrated.

Internet: Use of the Internet for private or personal use should be kept to a minimum. This includes the use of social networking sites such as facebook. Employees are cautioned about posting

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messages or information that refer to work, work related matters or fellow colleagues on social networking sites that may not be appropriate or which may be deemed offensive.

Maintenance of Computer Systems: All necessary precautions are to be taken to protect the organization from computer failure, such as virus control measures, regular maintenance and updating of all computer hardware and software. No illegal software is to be loaded onto the computers of the organisation. All reasonable security measures are to be taken to ensure the safety of computer and associated equipment. The Centre will employ a IT Administrator to ensure the safety and security of all electronic files.

Guidelines for use of Computer rooms and computers by students:

All usage of computer rooms will be monitored. Teachers and Trainers must ensure the following with their students:

Do not save anything to the Hard Disk Drive. Save to the Student Server or a USB;

If there are any computer problems, please report them to your teacher or trainer. The teacher should in turn report them in the IT Administrator's book;

Any student found accessing adult sites, or sites that contain illegal information/files will be banned from the computer room;

Anyone found performing malicious activities will be banned;

Any activity that breaks a law, will become a police matter.

All students will receive a copy of the General Information for Participants document on enrolment and a copy of this policy and procedure.

All employees will receive a copy of the policy and procedure on employment or at induction.

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