



Acceptable Use of Electronic Media Policy

Policy number	49	Version	2
Drafted by	President	Responsible Person	President
Approved by	10/07/2019	Review Timetable	Every 2 years
Committee on			
Review History:			
Date: 14/7/2020		By: Secretary	
Date: 21/9/2022		By: President	

INTRODUCTION

The Gallipoli Barracks Community Centre recognises that Workers may need access to Electronic Media Systems and Associated Tools in order to successfully fulfill their role. In addition, the Gallipoli Barracks Community Centre supports the right of Workers to have access to reasonable personal use of Electronic Media Systems and Associated Tools in the workplace.

PURPOSE

This policy sets out guidelines for acceptable use of Electronic Media Systems and Associated Tools by employees and volunteers of the Gallipoli Barracks Community Centre. Access to Electronic Media Systems and Associated Tools is provided to the Gallipoli Barracks Community Centre Workers and volunteers for the primary purpose of assisting them in carrying out the duties of their role.

SCOPE

This policy applies to employees of the Gallipoli Barracks Community Centre.

DEFINITIONS

“Electronic Media Systems” includes, but is not limited to:

- a) Email
- b) Internet
- c) G Drive
- d) Voicemail
- e) Instant messaging and chat facilities, and
- f) Online discussion groups

“Associated Tools” refers to technology required to access the Electronic Media Systems such as:

- a) Phones
- b) Computers
- c) Tablets

POLICY

Employees may use Electronic Media Systems and Associated Tools provided by the Gallipoli Barracks Community Centre for:

- a) Any work-related purposes;
- b) Limited personal use (for details see Procedures, below);
- c) More extended personal use under specific circumstances (for details see Procedures, below).

Where Workers use Electronic Media Systems and Associated Tools belonging to or paid for by the Gallipoli Barracks Community Centre, whether or on off the premises (including when working remotely), properly authorised employees of the Gallipoli Barracks Community Centre may access any of those tools or associated data to ensure that the organisation's policies are being adhered to. Such Electronic Media Systems, Associated Tools and data should not be regarded as private in nature.

The Gallipoli Barracks Community Centre may, at its discretion, monitor:

- a) Storage volumes;
- b) internet sites visited;
- c) downloaded volumes;
- d) suspected malicious viruses;
- e) emails;

ORGANISATION'S EQUIPMENT AND PROPERTY

All Electronic Media Systems and Associated Tools such as phones and laptops supplied by the Gallipoli Barracks Community Centre to the Worker remain the property of the Gallipoli Barracks Community Centre and must be maintained in good working order, subject to reasonable wear and tear.

The Gallipoli Barracks Community Centre may, at its discretion, provide Workers with Associated Tools to perform their role, and may install programs or software to track the location and use of that tool. Such programs or software must not be removed from the Associated Tool by the Worker without prior written approval from the Gallipoli Barracks Community Centre.

The Gallipoli Barracks Community Centre reserves the right to monitor use of its I.T. equipment at all times, including during any remote working arrangement.

AUTHORISATION



Committee Secretary

Date

01/06/2023





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RESPONSIBILITIES

It is the responsibility of the **President** to ensure that:

1. Workers are aware of this policy;
2. any breaches of this policy are dealt with appropriately.

It is the responsibility of all **Employees** to ensure that their use of Electronic Media Systems and Associated Tools conforms to this policy. Workers are expected to be respectful and professional in all communications using the Gallipoli Barracks Community Centre's Electronic Media Systems and Associated Tools.

Primary purpose

Access to Electronic Media Systems and Associated Tools is provided by the Gallipoli Barracks Community Centre for the primary purpose of carrying out the tasks and duties associated with a particular role.

Limited personal use

Workers may engage in limited personal use of Electronic Media Systems and associated tools, whether or not they are provided by the Gallipoli Barracks Community Centre, in connection with work where it:

- Is infrequent and brief;
- Does not interfere with the duties of the Worker or his/her colleagues;
- Does not interfere with the operation of the Gallipoli Barracks Community Centre;
- Does not compromise the security of the Gallipoli Barracks Community Centre or of its systems;
- Does not compromise the reputation or public image of the Gallipoli Barracks Community Centre;
- Does not impact on the electronic storage capacity of the Gallipoli Barracks Community Centre;
- Does not decrease network performance (e.g. large email attachments can decrease system performance and potentially cause system outages);

- Corresponds to the procedures outlined in the [Email Retention and Archiving Policy](#);
- Conforms to the practices for file management and storage;
- Incurs no additional expense for the Gallipoli Barracks Community Centre;
- Violates no laws;
- Does not compromise any of the confidentiality requirements of the Gallipoli Barracks Community Centre;
- Does not fall under any of the “unacceptable use” clauses outlined below.

Examples of what would be considered reasonable personal use are:

- Conducting a brief online banking transaction, or paying a bill;
- Checking social media during lunchtime;
- Sending a brief personal email or text or making a brief personal phone call.

Permitted extended personal use

There may be times when Workers need to use the internet or email for extended personal use. An example of this could be when a Workers member needs to use the internet to access a considerable amount of material related to a course they are undertaking. In these situations, it is expected that:

- a) The Workers member advises and negotiate this use with their manager beforehand in order to obtain the manager’s approval;
- b) The time spent on the internet replaces all or part of a Workers member’s break/s for that day, or that they adjust their timesheet accordingly for that day.

Access to electronic data

The Gallipoli Barracks Community Centre may need to access any and all Electronic Media Systems and Associated Tools. The Gallipoli Barracks Community Centre may authorise particular Workers to inspect any files or messages recorded on its electronic media at any time for any reason. The Gallipoli Barracks Community Centre may also recover information that a user has attempted to delete, and Workers should not assume that such data will be treated as confidential.

Unacceptable use

Workers may not use Electronic Media Systems and Associated Tools provided by the Gallipoli Barracks Community Centre to:

- a. Create or exchange messages that are offensive, harassing, obscene or threatening;
- b. Visit websites containing objectionable (including pornographic) or criminal material;
- c. Exchange any confidential or sensitive information held by the Gallipoli Barracks Community Centre (unless in the authorised course of their duties);
- d. Create, store or exchange information in violation of copyright laws (including the uploading or downloading of commercial software, games, music or movies);
- e. Undertake internet-enabled gambling or gaming activities;
- f. Conduct a business or side-project;
- g. Conduct any illegal activities;
- h. Conduct any activities that are not in line with the Gallipoli Barracks Community Centre’s values;
- i. Create or exchange advertisements, solicitations, chain letters or other unsolicited or bulk email.
- j. Play games.

Security

Workers must ensure that when not in use, Associated Tools are locked and stored securely. For security reasons, tools should not be left unlocked or unattended in public for any reason. Workers

must not leave Associated Tools in a locked vehicle unless the Gallipoli Barracks Community Centre has provided prior written approval for this to occur.

BREACH OF THE POLICY

Any breach of this policy may result in disciplinary action up to the immediate termination of a Worker's engagement or employment.

Other disciplinary action that may be taken includes, but is not limited to, issuing a warning, suspension or disconnection of access to internet, email and computer use (whether permanently or on a temporary basis), and withdrawal of access to and use of Associated Tools.

In the event of loss of, theft, damage or authorised access to any Associated Tools provided to the Worker, the Worker must immediately notify the Committee so that steps can be taken to recover or repair the Associated Tool and secure any private or confidential information.

In the event of loss, theft or damage caused as a result of the Worker breaching the Policy, the Gallipoli Barracks Community Centre may, at its discretion, require the Worker to reimburse the Gallipoli Barracks Community Centre for the costs associated with the loss, damage or theft or insurance excess.

AUTHORISATION



Committee President

Date 1/6/2023.