

Acceptable Use of Electronic Media

Purpose

ACVVS recognises that employees may need access to Electronic Media Systems and Associated Tools to successfully fulfill their role. In addition, ACVVS supports the right of employees to have access to reasonable personal use of Electronic Media Systems and Associated Tools in the workplace.

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

Scope

This policy applies to employees, volunteers, and Management Committee members.

Definitions

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

- Email
- Internet
- Intranet
- Voicemail
- Instant messaging and chat facilities, and
- Online discussion groups

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

- Phones
- Computers
- Tablets

Policy

Employees may use Electronic Media Systems and Associated Tools provided by ACVVS 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 Employees use Electronic Media Systems and Associated Tools belonging to or paid for by ACVVS, whether or on off the premises (including when working remotely), properly authorised employees of ACVVS 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.

ACVVS may, at its discretion, monitor:

- a) Storage volumes
- b) internet sites visited
- c) downloaded volumes
- d) suspected malicious viruses
- e) instant messaging
- f) emails
- g) computer hard drives

Organisation equipment & property

All Electronic Media Systems and Associated Tools such as phones and laptops supplied by ACVVS to employees remains the property of ACVVS and must be maintained in good working order, subject to reasonable wear and tear.

ACVVS may, at its discretion, provide employees 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 employee without prior written approval from ACVVS.

ACVVS reserves the right to always monitor use of its I.T. equipment, including during any remote working arrangement.

Responsibilities

It is the responsibility of the **ACVVS MANAGEMENT COMMITTEE** to ensure that:

- a) Employees are aware of this policy
- b) 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. Employees are expected to be respectful and professional in all communications using ACVVS's Electronic Media Systems and Associated Tools.

Primary purpose

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

Limited personal use

Employees may engage in limited personal use of Electronic Media Systems and Associated Tools, whether or not they are provided by ACVVS, in connection with work where it:

- Is infrequent and brief
- Does not interfere with the duties of the Employee or his/her colleagues
- Does not interfere with the operation of ACVVS
- Does not compromise the security of ACVVS or of its systems
- Does not compromise the reputation or public image of ACVVS
- Does not impact on the electronic storage capacity of ACVVS
- Does not decrease network performance (eg., large email attachments can decrease system performance and potentially cause system outages)
- Corresponds to the procedures outlined in the [Email Retention and Archiving Policy](#)
- Incurs no additional expense for ACVVS
- Violates no laws
- Does not compromise any of the confidentiality requirements of ACVVS
- 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 or booking a holiday 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 Employees need to use the internet or email for extended personal use. An example of this could be when an employee 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:

The Employees member advises and negotiates this use with their manager beforehand to obtain the manager’s approval.

The time spent on the internet replaces all or part of an employee member’s break/s for that day, or that they adjust their timesheet accordingly for that day.

Access to electronic data

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

Unacceptable use

Employees may not use Electronic Media Systems and Associated Tools provided by ACVVS to:

- Create or exchange messages that are offensive, harassing, obscene or threatening
- Visit websites containing objectionable (including pornographic) or criminal material

- Exchange any confidential or sensitive information held by ACVVS (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);
- Undertake internet-enabled gambling or gaming activities
- Conduct a business or side-project
- Conduct any illegal activities
- Conduct any activities that are not in line with ACVVS's values
- Create or exchange advertisements, solicitations, chain letters or other unsolicited or bulk email.
- Play games.

Security

Employees 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. Employees must not leave Associated Tools in a locked vehicle unless ACVVS has provided prior written approval for this to occur.

Breach of this policy

Any breach of this policy may result in disciplinary action up to the immediate termination of an employee'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.