

Email and Internet Usage Policy of Marcoola Surf Club

1. Purpose and Application

- 1.1 Marcoola Surf Club ('the Club') recognises the usefulness of internet, email and computer equipment as research, communication and work tools. Internet, email and computer equipment are provided primarily to assist employees to carry out their role.
- 1.2 The Email and Internet Usage Policy sets out the appropriate standards of behaviour for users of the Club's computer equipment.
- 1.3 The purposes and aims of this policy are to provide clear guidelines for the use of computers, internet, email and other electronic media in the workplace.

2. Scope

- 2.1 The Email and Internet Usage Policy applies to all employees, including full time, part time, fixed term and casual employees of the Club.
- 2.2 The Email and Internet Usage Policy also applies to all persons who work at the direction of, or on behalf of the Club, including agents, contractors, subcontractors, consultants, volunteers, temporary staff, commission workers and persons on work experience placements.
- 2.3 This policy will be made available via <https://www.marcoolasurfclub.com.au/staff-portal/>.

3. Definitions

- 3.1 **Computer equipment** means any electronic equipment or computer software, provided to employees for use in the performance of their duties, including, but not limited to:
 - computers, including PC's, laptops, tablets and handheld devices;
 - printers and scanners;
 - digital imaging equipment including digital cameras;
 - all software and programs provided to facilitate work needs;
 - all forms of email;
 - internet access; and
 - mobile phones connected to the internet and/or email.

4. Computer technology

- 4.1 The Club's computer technology resources are provided to support the business and administrative activities of the organisation. These resources include:
 - Computers
 - Mobile phones
 - Internet access
 - Email

4.2 At all times, the Club's computer technology remains the property of the Club.

5. Use of Computer Technology

5.1 Workers may use the internet and email access provided by the Club for:

- a) any work and work-related purposes;
- b) limited personal use;
- c) more extended personal use under specific circumstances.

5.2 Workers must use their own login details when using the Club's computer technology.

5.3 Workers must not use another staff members' account to access the Club's computer technology unless given the express written consent to do so.

5.4 Personal use

5.5 Limited personal use of the Club's computer technology is permitted where the usage:

- is infrequent and brief;
- does not interfere with the duties of your role at the Club;
- does not interfere with the operation of the Club;
- does not compromise the security of the Club;
- does not violate an Australian or State regulation or law;
- does not violate this policy or any other policy; and
- does not incur any additional expenses to the Club.

5.6 Extended personal use

5.7 Extended personal use will only be permitted with the express written consent of your direct Manager.

5.8 Prohibited use

5.9 Workers may not use Club's computer technologies to:

- create, send, access or communicate information that could damage the reputation of the Club;
- create, send, access or communicate exchange offensive messages;
- create, send, access or communicate material that violates an Australian or State regulation or law;
- create, send, access or communicate objectionable (including pornographic) or criminal material;
- exchange confidential or sensitive information held by the Club;

- gamble or play electronic or online games;
- undertake any form of computer hacking;
- intentionally send or forward chain emails; or
- conduct any business that is not the business of the Club.

6. Ensuring Security of Computer Technology

- 6.1 To ensure that the security and privacy of the Club's computer technology, workers must:
- a) lock their computer when away from the computer;
 - b) not disclose their password to anyone else; and
 - c) must ensure that any staff granted permission to send an email on their behalf are aware of their responsibilities under this policy.

7. Consequences of Breach of Policy

- 7.1 Disciplinary action may be taken by the Club against any worker found to have breached this policy. Action will be appropriate to the breach and may include: an official warning and note on the worker's personnel file, a formal apology, counselling, demotion, transfer, suspension or dismissal.

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