



ACCEPTABLE USE OF COMPUTERS, INTERNET AND EMAIL POLICY

Introduction

This policy sets out guidelines for acceptable and unacceptable use of the ACT Jewish Community's (ACTJC) computer network, including internet and email, by ACTJC employees and volunteers.

Policy

The primary purpose for which ACTJC employees are provided with internet and email access is to assist them in carrying out the duties of their employment.

Usage of ACTJC computer, internet and email facilities by ACTJC employees should therefore be for work and work-related purposes.

Limited and reasonable personal use

Limited personal use by ACTJC employees of computer, internet and email facilities provided by ACTJC is permitted where it:

- is infrequent and brief;
- does not interfere with the duties of the employee or his/her colleagues;
- does not interfere with ACTJC operations;
- does not compromise the security of ACTJC systems;
- does not impact on ACTJC electronic storage capacity;
- does not decrease network performance (e.g. large email attachments can decrease system performance and potentially cause system outages)
- incurs no additional expense for ACTJC;
- violates no laws;
- does not compromise any of the privacy and confidentiality requirements of the Board of the ACTJC; and
- does not fall under any of the 'unacceptable use' provisions set out below.

Examples of what would be considered limited and reasonable personal use are:

- conducting a brief online bank transaction, or paying a bill; and
- sending a brief personal email, similar to making a brief personal phone call.



The ACT Jewish Community is a member of the JCA family of organisations

Unacceptable use

ACTJC employees must not use ACTJC computers to play games in work time.

ACTJC employees and volunteers must not use ACTJC internet or email access to:

- visit social media sites such as Facebook or Twitter;
- 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 generated by the Board or held by ACTJC unless such usage has been authorised by the Board;
- create, store or exchange information in violation of copyright laws; (including the uploading or downloading of commercial software, games, music, movies or other electronic or audio data);
- use internet-enabled activities such as gambling, gaming, conducting a business, selling goods, or conducting illegal activities; or
- create or exchange advertisements, solicitations, chain letters and other unsolicited or bulk email.

Responsibilities

It is the responsibility of the President to ensure that:

- ACTJC employees are aware of this policy; and
- any breach of this policy by an ACTJC employee coming to the President's attention is dealt with promptly and appropriately.

It is the responsibility of ACTJC employees and volunteers to ensure that they comply with this policy when using ACTJC computers, internet or email.

This policy is provided to all ACTJC employees and volunteers with access to ACTJC computer, internet and email facilities.

Authorisation

Merrilyn Sernack
Secretary
ACT Jewish Community Inc

7 August 2013

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