

ACCEPTABLE USE OF COMPUTERS, INTERNET AND EMAIL POLICY ERJ 3.6.2 / 5.3.2 / 6.25.2

INTRODUCTION

Edmund Rice Justice Aotearoa New Zealand Trust recognises that staff need access to email systems and the internet to assist in the efficient and professional delivery of services. Edmund Rice Justice Aotearoa New Zealand Trust supports the right of staff to have access to reasonable personal use of the internet and email communications in the workplace.

PURPOSE

This policy sets out guidelines for acceptable use of the computer network, including internet and email by employees and volunteers of Edmund Rice Justice Aotearoa New Zealand Trust]. The primary purpose for which access to the internet and email is provided to Edmund Rice Justice Aotearoa New Zealand Trust staff and volunteers is to assist them in carrying out the duties of their employment.

POLICY

Staff may use the internet and email access provided by Edmund Rice Justice Aotearoa New Zealand Trust for:

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

AUTHORISATION

Chair

19th May 2014

Edmund Rice Justice Aotearoa New Zealand Trust

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Drafted by	Paul Robertson	Approved by Board on	
Approval Body	ERJANZ Trust Board	Scheduled review date	March 2016

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RESPONSIBILITIES

It is the responsibility of the EO to ensure that:

- staff are aware of this policy;
- any breaches of this policy coming to the attention of management are dealt with appropriately.

It is the responsibility of the all employees and volunteers to ensure that their usage of electronic media conforms to this policy.

PROCESSES

Limited personal use

Limited personal use of computer, internet and email facilities provided by the organisation 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 the operation of Edmund Rice Justice Aotearoa New Zealand Trust.
- Does not compromise the security of the Edmund Rice Justice Aotearoa New Zealand Trust systems
- Does not impact on Edmund Rice Justice Aotearoa New Zealand Trust.'s electronic storage capacity
- 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 Maintenance and Archiving Procedures document
- Conforms to the practices for file management and storage outlined in the current Technology Procedures Manual
- Incurs no additional expense for Edmund Rice Justice Aotearoa New Zealand Trust.
- Violates no laws
- Compromises none of the confidentiality requirements of Edmund Rice Justice Aotearoa New Zealand Trust.

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- 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 bank transaction, or paying a bill
- Sending a brief personal email, similar to making a brief personal phone call

Permitted extended personal use

It is recognised that there may be times when staff need to use the internet or email for extended personal use. An example of this could be when a staff member needs to use the internet to access a considerable amount of materials related to study they are undertaking. In these situations it is expected that:

- The staff member advise and negotiate this use with their Manager
- The time spent on the internet replaces all or part of a staff member's break/s for that day, or that they adjust their timesheet accordingly for that day.

It is not expected that staff need to advise or negotiate with the Manager for personal use that would be reasonably considered to be of a limited nature.

Unacceptable use

Staff may not use internet or email access (including internal email access) provided by [name of organisation] 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 Edmund Rice Justice Aotearoa New Zealand Trust. (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)
- Use internet-enabled activities such as gambling, gaming, conducting a business or conducting illegal activities
- Create or exchange advertisements, solicitations, chain letters and other unsolicited or bulk email.

Staff may not use the computers to play games in work time.

RELATED DOCUMENTS

- Email Maintenance and Archiving Procedures
- Technology Procedures Manual

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