



COMPUTER, EMAIL AND INTERNET USAGE POLICY

Purpose

The purpose of this policy is to establish protocols in relation to the use of Australian Bowhunters Association's electronic communication including but not limited to internet, email, instant messaging, Facebook, Skype and Twitter. The aim of this Policy is to protect the Association (Company) from actions of error, fraud, defamation, discrimination, harassment or privacy violation.

Scope

This policy applies to all Australian Bowhunters Association's employees, managers, contractors, temporary employees, work experience personnel, volunteers and Executive Committee members.

Policy

This policy applies to authorised users of the computer network or equipment, which includes but is not limited to all employees, managers, contractors, temporary employees, work experience personnel, volunteers, Executive Committee members and all affiliated third parties. A person is considered to be an authorised user of the Association when he/she is issued with a network username and account.

It is the responsibility of each user to understand and abide by this policy. It is also the responsibility of each user to abide by this policy whilst using the Association's computer network or equipment at other premises both within and outside of Australia.

General Use

The Association's IT System is available to authorised users to facilitate efficient communication for work-related purposes. All work-related use of the IT system must comply with any legislative requirements and the Australian Bowhunters Association's values.

Authorised users may use the electronic communication system for limited and reasonable personal purposes, provided such does not contravene any of the Association's Policies or have any foreseen or unforeseen negative ramifications for the Association. Such personal use must not adversely impact upon personal productivity and professional standards. All individuals are responsible for exercising good judgment regarding the reasonableness of personal use. Where individuals are unsure they should seek clarification from their manager / person of authority

As the Association provides access to the electronic communication system, the contents of the system, including email messages and documents stored on the hard drives of computer workstations, clients and/or any other associated hardware or infrastructure remain the property of the Association. Users should be aware that the data they create, access, maintain

and distribute located on any Australian Bowhunters Association system is therefore the property of the Association.

Unacceptable Use

The Association's IT systems must not be used in any manner contrary to or likely to contravene the law. Additionally, IT systems must not be used to publish, send or distribute material that has the potential to:

- violate any Australian Bowhunters Association policy; including but not limited to Equal Opportunity and Prevention of Workplace Discrimination, Harassment and Bullying Policy
- interfere with the ability of others to conduct the business of the Association;
- violate or infringe the rights of any other person, including the right to privacy;
- defame an individual, organisation, association, company or business, including Australian Bowhunters Association;
- broadcast unsolicited personal views on any matter;
- broadcast, without authorisation, the views of Australian Bowhunters Association;
- be pornographic, harassing, hateful, racist, sexist, abusive, obscene, discriminatory, offensive or threatening. This includes sexually-oriented messages or images; and messages that could constitute sexual harassment.
- cause harassment whether through language or frequency.

Users of the Australian Bowhunters Association's IT systems who receive unsolicited offensive or inappropriate material electronically should notify their manager / or person of authority. Offensive or inappropriate material received from people known to the receiver should be deleted and the sender of the material should be asked to refrain from sending such material again. Such material must not be forwarded internally or externally or saved onto IT systems except where the material is required for the purposes of investigating a breach of this policy.

The following activities are strictly prohibited, with no exceptions:

- Violations of the rights of any person or company protected by copyright, trade secret, patent or other intellectual property, or similar laws or regulations, including, but not limited to, the installation or distribution of "pirated" or other software products that are not appropriately licensed for use by the Association;
- Exporting software, technical information, encryption software or technology, in violation of international or regional export control laws;
- Introduction of malicious programs into the network or server as a result of introducing files, downloading suspicious or prohibited files/documents (e.g., viruses, worms, Trojan horses, e-mail bombs, peer to peer software, etc.);
- Revealing your account password to others or allowing the use of your account by others is prohibited. This also includes and is not limited to family members or other individuals outside of the Association;
- Use of Australian Bowhunters Association supplied hardware to actively engage in procuring or transmitting material that is in violation of policy;
- Effecting security breaches or disruptions of network communication. Security breaches include, but are not limited to, accessing data of which the individual is not an intended recipient or logging into a server or account that the individual is not expressly authorised to access, unless these duties are within the scope of regular duties;
- Downloading software from prohibited or illegal internet sites;
- Providing information about or lists of employees, managers, volunteers, work experience personnel, temporary employees, contractors, members, coaches, parents/carers, suppliers, customers, Executive Committee members or any other persons with whom they deal to parties outside the Association.

The Association has an expectation that individuals aware of any the abovementioned activities report the activity to management immediately.

Email and Communications Activities – General Protocol

Employees, contractors, temporary employees, work experience personnel, volunteers and Executive Committee members should consider the following protocol at all times:

- Care should be taken to ensure that all email messages are of appropriate tone and language for the recipient and meet the professional business standards required by the Association for all forms of external correspondence;
- All users are reminded that electronic communications may not be secure, and from time to time, communications may find their way to an audience beyond that originally intended. For example, electronic communications are capable of being forwarded without the express permission of the original author. Therefore, users must exercise caution in the transmission of messages;
- In general, the use of electronic communication for broadcasting 'junk mail', chain letters or political messages is prohibited;
- Individuals should not use any of their personal email accounts (hotmail, gmail, yahoo or any other internet email applications) for any work related activities including but not limited to, correspondence with clients or forwarding on the Association's Intellectual Property, unless already authorised for use by the National Executive.

The Right to Monitor IT Systems

The Australian Bowhunters Association has the right to monitor the use of its IT systems and services.

Monitoring will be undertaken routinely by authorised personnel to maintain technical security and operational efficiency of the system/service. Monitoring will occur in cases of suspected breach of law, condition of employment, or the Association's policies. Monitoring in such cases will only be undertaken when authorised by the National President.

Electronic data, information and material created by Authorised Users will be treated as confidential during monitoring and all monitoring references destroyed if determined not relevant. Access to such information will be strictly on a need to know basis for technical or administrative purposes.

Except for normal administrative processes, the accounts, files, stored data and network data including email messages created by Authorised Users, are held secure from intervention by other users.

Security

Individuals should adhere to the following protocol at all times:

- Passwords must be kept secure and are not to be shared with anyone and individuals should not allow other users to use their login account. Authorised users are responsible for the security of their passwords and accounts and are responsible for any actions performed on the network as a result of their sign-on.
- Information contained on portable computers is especially vulnerable therefore special care to protect this information should be exercised.
- Individuals must use extreme caution when opening e-mail attachments or files saved on any type of media received from unknown sources. Viruses have the potential to seriously damage the Association's network. Do not open any downloaded files or emails or attachments that you are not expecting or is of a suspicious nature. In the event that an

individual receives files that are suspect and may contain a virus, it should be reported immediately to your manager / person of authority.

Non Compliance

Depending on the nature of the inappropriate use of the Association's IT systems, non-compliance with this Policy may subject the individual to disciplinary action which may include termination of employment / engagement. The Association reserves the right to recoup costs associated with breaches in this policy from the relevant individual.

Australian Bowhunters Association may amend and vary this policy from time to time.

Related Documents

Australian Bowhunters Association Disciplinary and Performance Management Policy and Procedure

Australian Bowhunters Association Confidentiality Policy

Australian Bowhunters Association Equal Opportunity and Prevention of Workplace Discrimination, Harassment and Bullying Policy

Australian Bowhunters Association Social Media Policy

Australian Bowhunters Association Code of Conduct

Australian Bowhunters Association Executive Committee Code of Conduct

Date Effective

March 2018

Next Review Date

March 2019 or in the event of Legislative change