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STATUS

ELECTRONIC MEDIUM USE POLICY

Internet, e-mail and other electronic media access on any *Inner Western Workskills Inc. /Status* system is a resource provided to staff in performing their work functions for the benefit of *Inner Western Workskills Inc. /Status*. The facilities are provided for the legitimate purposes and activities of *Inner Western Workskills Inc. /Status*.

Purpose

The Organisation uses electronic media extensively for internal communication and external business communication. The purpose of the policy is to set out the parameters for appropriate use of these facilities and to raise the awareness of staff and other users of the consequences of inappropriate use of the system. Employees must use the resources in a proper manner and behave in a manner, which upholds the Organisation's values, viability and reputation.

Scope

This policy applies to all electronic mail systems and facilities owned and/or operated by the Organisation. All people using these facilities whether employees, contractors or visitors to the Organisation will be expected to act in accordance with this policy.

Cost

Access to the Internet and external email are provided at cost to the Organisation by telecommunication parties, and as such are an expensive overhead charged to the Organisation on the basis of usage.

Access & Privacy

Internet and e-mail facilities are not provided for personal use. Should you require personal access, this must be cleared with your Manager in advance.

Staff are advised that mail sent via the Internet is not secure. Sensitive, personal or private information should not be sent electronically. Documents or materials that are classified as commercial in confidence or confidential should not be transmitted electronically without the permission of the Managing Director.

Staff use of the Internet and e-mail and the sites accessed by staff (including the duration of access) is recorded and will be subject to monitoring by the Managing Director or the Managing Director's delegate. The delegate for the time being will be the System Administrator/IT Department.

Staff are provided with unique credentials used to access workstations, and are also provided with credentials to access other systems, such as ESSWeb and VetTrak, where applicable. These credentials are not to be shared with other staff, workstations are to be locked whenever they are not in use, and systems may not be used when signed in under any account other than that of the staff member using the system.

Record keeping

E-mail messages are a record of discussion and decision. They record events, actions and decisions. You should treat them as any other communication, such as notes of telephone conversations, faxes and memos. E-mail messages are regarded as documents for the purposes of Freedom of Information legislation

and may be used as evidence in some cases. E-mail messages should be subject to the same good record keeping practices as letters, memos, and faxes.

Prohibited activities

Users must not:

- Originate or circulate mail items with objectionable or offensive content
- Use abusive, objectionable, offensive or defamatory language in messages (whether business or private messages)
- Use electronic communications to harass, defame, abuse other employees or external persons
- Place unlawful information on system
- Send messages, which are likely to result in the loss of recipient's work or systems
- Send or participate in the circulation of chain letters or unauthorised broadcast messages
- Send offensive material including, material with sexual inferences or material which denigrates or vilifies a particular group or individual
- Access sexually orientated, pornographic or otherwise offensive sites
- Solicit sexually orientated, pornographic or otherwise offensive material from external sources
- Cause congestion of the network or interfere with the work of others
- Make unauthorised disclosure of data or documents to external organisations or persons
- Violate any software licences, copyrights, state federal or internal laws governing intellectual property and online activities
- Use the electronic facilities in any manner, which may give rise to breaches of legislation on sexual harassment, racial discrimination, disability discrimination or other anti discrimination legislation.

Where an employee has evidence of a breach of this policy or wishes to make a complaint about the use of facilities, they should bring the matter to the attention of their Manager and through that person to the Managing Director.

Investigation of improper conduct

Any breach of the policy may be investigated by the Managing Director in accordance with the disciplinary guidelines of the Organisation. Committing a prohibited activity may constitute serious misconduct. If an employee is found to have breached the policy by committing a prohibited activity, disciplinary action may be taken including termination of employment.