

INTERNET AND ELECTRONIC MAIL USAGE POLICY

Policy statement

This policy sets out expectations and responsibilities of staff in appropriate and professional internet and electronic mail usage.

Application

This applies to all staff including contractors and volunteers.

Authorised Use

Internet and email services can only be used for:

- organisational business; and
- limited personal use

Organisational business use includes any activity that is conducted for purposes of accomplishing work duties, professional duties, and where appropriate, related professional development.

Limited personal use means use that is infrequent and brief. This use should generally occur during personal time and should not include use:

- That requires substantial expenditure of time;
- For private business, personal gain or profit;
- That impedes the efficiency of Internet or email services;
- That clogs mailboxes with large numbers of messages.

Staff responsibilities in using the internet and email

IRCA staff are expected to take reasonable precautions to protect internet and email information and systems against unauthorised access, illegal and inappropriate use, disclosure, modification, duplication and/or destruction. Specifically this includes:

Use

- not using the Internet or email in a way that could defame, harass, abuse or offend other Internet and email users, individuals or organisations.
- not create, knowingly access, download, distribute, store or display any form of offensive, defamatory, discriminatory, malicious or pornographic material.
- appropriately classifying transmissions where appropriate – e.g., in confidence, commercial in confidence.

Security

- keeping user IDs and passwords secure.
- not attempting any unauthorised access of Internet or email services. Unauthorised access includes, for example, the distribution of messages anonymously, use of other staff user IDs or using a false identity.
- not knowingly obtain unauthorised access to information and should not damage, delete, insert or otherwise alter such information carelessly or with malicious intent.

Records and monitoring

- IRCA reserves the right to monitor and audit any or all Internet or email activity undertaken by IRCA staff using organisational resources. IRCA staff may be called on to explain their use of the Internet or email.
- Electronic messages and electronic files are subject to record keeping, archiving, freedom of information and legal process and should be retained accordingly.
- Violations of this policy may result in restriction of access to technologies, disciplinary action and/or action by the relevant regulatory authorities.

Version	Date adopted/revised	Endorsement/Description of change
1.	21/3/2016	General Manager Daniel Featherstone
	17/5/2016	Endorsed by IRCA Board