



Use of Computers & Internet

Australian Education Union ACT Branch Policy

Policy Number	POL002	Version	3.0
Last Reviewed	December 2018	Next Review	December 2021

INTRODUCTION

The Union recognises that employees and elected officers need access to computers and the internet to assist in the efficient and professional delivery of services. Allowing reasonable personal use of these tools helps enhance the quality of the workplace and helps the Union to retain qualified and skilled workers.

PURPOSE

The purpose of this policy is to set out guidelines for acceptable use of computers and the internet by employees and officers of the Union.

POLICY

Employees and officers may use computers and the internet provided by the Union for:

- Any work and work-related purposes.
- Reasonable personal use.
- Extended personal use under specific circumstances.

RESPONSIBILITIES

It is the responsibility of the Branch Secretary to ensure that officers and employees are aware of this policy.

PROCEDURES

1) Reasonable Personal Use

Reasonable personal use of computers and internet facilities provided by the Union 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 operations of the Union.
- Does not compromise the security of the Union systems.
- Does not impact on the Union's electronic storage capacity or network performance.
- Incurs no additional expense for the Union.
- Violates no laws.
- Compromises none of the confidentiality requirements of the Union.
- 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.

2) Authorised Extended Personal Use

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

- The employee seeks approval from 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 work hours accordingly for that day.



Use of Computers & Internet Australian Education Union ACT Branch Policy

Policy Number	POL002	Version	3.0
Last Reviewed	December 2018	Next Review	December 2021

3) Unacceptable Use

Computers and internet provided by the Union may not be used to:

- Visit websites containing objectionable (including pornographic) or criminal material.
- Exchange any confidential or sensitive information held by the Union (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.

RESOURCES

Operational activities related to this policy are to be delivered within budgeted office resources.