



# **ACCEPTABLE USE OF COMPUTERS, INTERNET & EMAIL POLICY**

## **Policy Document**

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## 1. Introduction

NEO CONSTRUCT recognises that staff need access to email systems and the internet to assist in the efficient and professional delivery of services. Neo Construct supports the right of staff to have access to reasonable personal use of the internet and email communications in the workplace.

## 2. Purpose

This policy sets out guidelines for acceptable use of the computer network, including internet and email by employees of Neo Construct. The primary purpose for which access to the internet and email is provided to Neo Construct staff is to assist them in carrying out the duties of their employment

## 3. Policy

Staff may use the internet and email access provided by Neo Construct for:

- › Any work and work-related purposes
- › Limited personal use (see below)

More extended personal use under specific circumstances (see below)

## 4. Procedures

### Limited personal use

Limited personal use 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 Neo Construct
- › Does not compromise the security of the Neo Construct systems
- › Does not impact on Neo Construct's electronic storage capacity
- › Does not decrease Neo Construct's 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
- › Does not incur any additional expense for Neo Construct
- › Does not violate any laws
- › Does not compromise any confidentiality requirements of Neo Construct.

Examples of what would be considered reasonable personal use are:

- › Conducting a brief online bank transaction
- › 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 the 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 Neo Construct to:

- › Create or exchange messages that are offensive, harassing, obscene or threatening
- › Visit web sites containing objectionable (including pornographic) or criminal material
- › Exchange any confidential or sensitive information held by Neo Construct (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.

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