



# IT Acceptable Use Policy

---

Version Control	Date Amended
1.0	21/06/2016

## BACKGROUND

3WBC is responsible for maintaining an operational IT network within the confines of the studio/office space and is also responsible for incoming and outgoing internet traffic from via the 3WBC internet connection.

## PURPOSE

The purpose of this policy is to establish what is an acceptable use of IT resources within the 3WBC office/studio environment. While presenters and members are permitted to connect personal devices to the network, the policy outlined below applies to internet based activities.

Volunteers may use the internet and email access provided by 3WBC for any work\*-related purpose or limited personal use.

3WBC's IT resources maybe identified when users are accessing websites, servers or other internet based services (such as – but not limited to – peer to peer networks). As a result, traffic originating or terminating via the 3WBC internet connection is deemed to be accessed by the organisation and can reflect the standing of the organisation in the community.

*\*Work (within the confines of 3WBC) is defined as any purpose in preparation for programs broadcast on 3WBC or the administration of the association.*

## POLICY

This policy applies to IT resource usage within the 3WBC studio environment. This includes using personal devices attached to the 3WBC network.

### Personal Use

The use of IT resources for personal use whether it's on 3WBC equipment or on your personal device is a privilege and not a right.

Limited personal use is permitted as follows:

- Does not interfere with the duties of 3WBC employees or volunteers
- Does not interfere with the operation of 3WBC
- Does not compromise the security of 3WBC system
- Does not impact on 3WBC's electronic storage capacity
- Does not decrease 3WBC's network performance (eg large email attachments or excessive downloads can decrease system performance and potentially cause system outages)
- Does not incur any additional expense for 3WBC
- Does not violate any laws
- Does not compromise any confidentiality requirements of 3WBC

## Unacceptable Use

A volunteer may not use the internet or email (including internal email access) provided by 3WBC to:


- Create or exchange messages that are discriminatory, offensive, harassing, bullying, obscene or threatening
- Knowingly visit websites containing illegal, objectionable (including pornographic), or criminal material
- Exchange any confidential or sensitive information held by 3WBC (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-enabling 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

## Further Action

If a member or presenter is found to be using 3WBC IT resources inappropriately, they will be referred to the Committee Of Management for further action as per 3WBC's code of conduct regulations.

Should a member or presenter be found to be accessing material or engaging in conduct that is illegal, they may referred to law enforcement further investigation and/or action.

## APPROVAL


<b>Approver name and position:</b> David Panther - President
<b>Date of Approval</b> 21/6/2016