Electronic Communication & College Internet/Intranet Policy

INTRODUCTION

Computers and the computer systems, including electronic communication and Internet/Intranet facilities, are the College's property even where access is gained from a personal or home computer.

The College allows access to and the use of electronic communication systems and/or the Internet for legitimate work and education related purposes. This policy contains the College's requirements in regard to the use of these systems.

PURPOSE

To describe the requirements and guidelines for access to the College's electronic communication systems and/or internet/intranet.

ACCESS TO THE SCHOOL'S ELECTRONIC COMMUNICATION SYSTEMS

Access to the College's computer electronic communication (such as e-mail and Internet) is a privilege not a right.

No one is permitted to access the College's electronic communication system, without:

- reading and understanding this policy;
- authorisation from the College and an individual password from the College's computer systems administrator.

If the School considers that a computer user has in any way failed to comply with this policy, it may:

- immediately remove the Computer User's access to any part of the College's computer system (including electronic communication or Internet);
- audit and view all material viewed on, sent to and from its computer system (including Internet sites and electronic communication messages, images and attachments); and/or
- take disciplinary measures against the Computer User (which may include summary dismissal).

APPROPRIATE USE OF THE ELECTRONIC COMMUNICATION SYSTEMS

Electronic Communication must only be used for work/education related communications and must not be used inappropriately.

Computer Users must ensure that all external correspondence is identified as coming from the School and contains the following disclaimer:

"This electronic communication and any images and/or attachments may be confidential. You must not disclose or use the information in this electronic communication if you are not the intended recipient. If you have received this electronic communication in error, please notify us immediately and delete the electronic communication and all copies. The School does not guarantee that this electronic communication is virus or error free. The attached files are provided and may only be used on the basis that the user assumes all

responsibility for any loss, damage or consequence resulting directly or indirectly from the use of the attached files, whether caused by the negligence of the sender or not. The content and opinions in this electronic communication are not necessarily those of the School."

People using the College's electronic communication systems must not use it in any of the following ways:

- in a way that may be considered offensive, defamatory, obscene, pornographic, discriminatory, insulting or disruptive to any other person (for example, pictures of naked people, semi clothed people, personal comments about colleagues, students or the School's administrators);
- to access, view, download, print or send messages or attachments (including to your personal social network account and/or private email address), which include:
    - o language that is not appropriate in the workplace (such as swearing or sexually explicit references);
    - o sexually explicit messages or pictures;
    - o offensive or inappropriate cartoons or jokes;
    - o unwelcome propositions or love letters;
    - o ethnic or racial slurs; or
    - o any material which contains disrespectful comments about people with disabilities, or people's sexual orientation, or any person's physical attributes.

Lavalla Catholic College: Access & Use of Electronic Communication and Internet/Intranet 3

- to access other people's social networking and/or private email accounts;
- for sending unsolicited material;
- to distribute the copyright material of third parties, including software, database files, documentation, pictures, articles, graphic files, text or other downloaded information;
- or intentional dissemination of any computer viruses;
- for personal advertising or for personal profit making;
- for disclosing or distributing the College's confidential information;
- for responding to external requests for information or complaints through electronic communication unless it is the Computer User's specific responsibility to do so;
- for sending, forwarding, printing or receiving any material or data which does not comply with the School's policies and procedures (including the Discrimination Free Workplace Policy, the Privacy Policy and/or School Manual/Handbook), or which is contrary to the College's best interests; and
- collect, store, or disseminate personal information (information or an opinion that can identify a person) or sensitive information (personal information or an opinion about an individual's: racial or
- ethnic origin; political opinions; membership of a political association; religious beliefs or affiliations;
- philosophical beliefs; membership of a professional or trade association; membership of a trade union; sexual preferences or practices; criminal record, or health information about an individual) while using the School's computer resources, unless the Computer User has the prior consent of the person concerned.

The College understands that Computer Users cannot always control the messages that are sent to them. However, Computer Users must discourage third parties (such as family, friends or workmates) from sending inappropriate messages to them.

If a Computer User receives an inappropriate images or messages or posts or attachments to an e-mail he or she must:

1. Send an electronic communication to the person who sent the inappropriate material which indicates that such content should not be sent. An appropriate form of words is:

"Please do not send me this type of material again. The contents of this do not comply with the School's electronic communication policy. In sending me this content you are breaching the School's policies and putting me at risk of doing so. A breach of the electronic communications policy has serious consequences."

2. You may wish to forward a copy of this response (together with the inappropriate e-mail) to the School's computer systems administrator.
3. Delete the electronic communication.

APPROPRIATE USE OF THE INTERNET/INTRANET SYSTEM

The College's Internet access facilities must only be used for authorised work related purposes. The College's Internet facilities must not be used to:

- access, view, download, print, disseminate or post any material that may be considered inappropriate, offensive, defamatory, obscene, pornographic or discriminatory including material that is sexually explicit or that has racist, sexist, political or religious content or which includes inappropriate comments in relation to sexual orientation, disabilities or any other physical attributes;
- attempt to probe security mechanisms at the School or any other Internet sites;
- post any information on Internet social networking sites or similar forums on behalf of the School unless specifically authorised to do so; or
- lift information from articles on the Internet - unless the Computer User has adhered to the same protocols for recognising source information that apply to the use of hard copy documents as reference or research material.

While using the College's Internet facilities, Computer Users must:

- Check that any content downloaded is virus free before they get into the College network.

While using the College's Internet facilities, Computer Users must not:

- Misrepresent or attempt to misrepresent their identity; or
- Subscribe to Internet or social networking pages without specific authorisation from the School; or
- Download content directly from the internet into the College's network system without complying with the requests set out above.

PERSONAL USE OF THE SCHOOL'S COMPUTER SYSTEM

Limited and occasional personal use of the College's electronic communication and Internet system is acceptable.

However, use of internet and electronic communication must not interfere with the Computer User's work obligations.

Any use of the School's computer system by the Computer User must comply with the terms of this policy. Any breach of this policy while using electronic communication or Internet for personal use or legitimate work related purposes will result in disciplinary action being taken. Such action may include termination of employment.

MONITORING ELECTRONIC COMMUNICATION AND INTERNET USE

Access to the College's computer resources (such as electronic communication and Internet facilities) is a privilege not a right.

All Computer Users should be aware that:

- The content of both work related and personal electronic communication through the College Internet communications may be monitored by the College to ensure compliance with this and other policies and to support operational maintenance, auditing and security activities
- All electronic communication and contents stored on the College's computer system are the College's property and may be viewed by the College; and
- All electronic communication and Internet transactions and communications may be monitored or intercepted by other parties (including parties other than the College).

RESPONSIBILITIES

All Computer Users are personally responsible for complying with this policy.

All staff are personally responsible for ensuring that employees under their supervision are:

- aware of and understand this policy; and
- complying with this policy.

LEGAL REFERENCES

Federal and relevant State laws bind the School and its employees. A breach of this policy may result in the School

and/or its employees breaching any one of the following pieces of legislation:

- Racial Discrimination Act 1975 (Cth);
- Sex Discrimination Act 1984 (Cth) ;
- Disability Discrimination Act 1992 (Cth) ; or
- Equal Opportunity Act 2010 (Vic)
- Privacy Act 1988 (Cth)

Note: This is not an exhaustive list of the relevant legislation.