

# INTERNET AND EMAIL POLICY HR063

## 1. INTRODUCTION

Charles Sturt Campus Services Limited has developed this policy to outline the responsible use of the Internet and Electronic Mail (Email) provided by the company for the use by workers. This policy outlines the rules, responsibilities and procedures for Internet and email use, in particular security, privacy, confidentiality and preventing inappropriate material being downloaded or sent that may offend or insult.

## 2. SCOPE

This policy applies across the organisation of Charles Sturt Campus Services Limited and all workplaces under our control.

## 3. RULES

- The use of Email and the Internet during company time is to conduct company business only. No personal business is to be conducted using the companies email system. All documents created or results of network activity conducted while doing company business and with the company's resources remain the property of the company;
- The management at Charles Sturt Campus Services Limited reserves the right to monitor, log and/or restrict employee email and Internet access without notice;
- Keep email attachments to a maximum of 1 – 5Mb for efficient delivery – consider the use of linking instead;
- Workers are prohibited from accessing, displaying, generating or storing any material that is sexually explicit, offensive and discriminatory or contains profanities. Sending emails of a harassing nature or causes offence, embarrassment or humiliation to persons inside or outside of the company is prohibited;
- The use of the internet for any illegal purpose is strictly prohibited;
- Purchasing via email is to be for goods and services required for the company and must have approval from the General Manager or Finance Manager
- Downloading software is prohibited unless approval is given as it may corrupt the system;
- Any worker who is aware of any unauthorised or inappropriate use of email or the Internet must contact the Area Manager; and;
- Any worker who does not comply with these rules will be subject to disciplinary action.

## 4. UNLAWFUL AND INAPPRPRIATE USE OF INTERNET AND EMAIL

The use of the Internet or email to make or send fraudulent, unlawful, offensive or abusive information or messages is prohibited. Staff are to report receipt of any such messages to their immediate manager. Any staff member identified as the initiator of such information or messages is subject to disciplinary action and possible criminal prosecution.

Unlawful and inappropriate use of the Internet and email includes, but is not limited to, creating, sending, communicating or accessing information that:



- Could damage the reputation of Charles Sturt Campus Services and it's related business
- Could be misleading or deceptive
- Could result in victimisation or harassment
- Could lead to criminal penalty
- Could expose Charles Sturt Campus Services to civil liability
- Facilitates unauthorised access, modification or impairment of data on a computer
- Could be reasonably found to be offensive, obscene, threatening, abusive or defamatory
- Is pornographic or sexually explicit material including images, text or other offensive material
- May discriminate against, harass or vilify colleagues or any member of the public on the grounds of sex, pregnancy, age, race (including colour), nationality, descent or ethnic background, religious background, marital status, disability, and homosexuality or transgender.

## 5. RESPONSIBILITIES

Managers and Supervisors must:

- Implement and review this policy;
- Ensure staff are aware of and understand this policy and their responsibilities;
- Implement disciplinary procedures when there is abuse of the internet or email; and
- Monitor internet and email usage.

Workers must:

- Comply with the rules of this policy;
- Participate in consultation and training that relates to this policy; and
- Inform the Area Manager if inappropriate emails are received;

## 6. SIGN OFF

**Company Representative:**

**Signed:**

**Date:**

19-10-21

**Name:**

Martin Dooner

**Position:**

General Manager