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ACCEPTABLE USE OF COMPUTERS, INTERNET AND EMAIL POLICY

QUALITY AREA 7: LEADERSHIP AND SERVICE MANAGEMENT

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- Links to Education and Care Services National Regulations 2011:
- Links to National Quality Standard / Element:

Introduction

Woden Early Childhood Centre (WECC) recognises that educators need access to email systems and the internet to assist in the efficient and professional delivery of services. WECC supports the right of educators to have access to reasonable personal use of the internet and email communications in the workplace.

Goals – What are we going to do?

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

Educators may use the internet and email access provided by WECC for:

- any work and work-related purposes
- limited personal use (see below)
- more extended personal use under specific circumstances (see below).

Strategies – How will it be done?

Limited personal use

Limited personal use is permitted where it:

- is infrequent and brief
- does not interfere with the duties of the educator or their colleagues
- does not interfere with the operation of WECC
- does not compromise the security of the WECC systems
- does not impact on WECC's electronic storage capacity
- does not decrease WECC's network performance (e.g. large email attachments can decrease system performance and potentially cause system outages)
- conforms to the procedures outlined in the *Email retention* policy
- does not incur any additional expense for WECC
- does not violate any laws
- does not compromise any confidentiality requirements of WECC.

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 educators need to use the internet or email for extended personal use. An example of this could be when an educator 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 educator advise and negotiate this use with the Nominated Supervisor or Director
- the time spent on the internet replaces all or part of the educator's break/s for that day, or that they adjust their timesheet accordingly for that day.

It is not expected that educators need to advise or negotiate with the Nominated Supervisor or Director for personal use that would be reasonably considered to be of a limited nature.

Unacceptable use

Educators may not use internet or email access (including internal email access) provided by WECC 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 WECC (unless in the authorised course of their duties)

- access social media sites including but not limited to Facebook, Twitter and LinkedIn
- 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.

Educators may not use the computers to play games at any time.

Related policies / documents

- *Email retention and archiving*
- *Social media*

Statutory legislation and considerations

- Nil.

Sources and references

- Nil.

Authorisation

Jennifer Hayes
President
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WECC Management Committee