



# Email, Internet and Computer System Policy

Adopted by The Committee of Management: 07/08/2018

South Eastern Radio Association Inc (Casey Radio 97.7FM) is committed to community service and this policy outlines our ongoing obligations to you in respect of how we manage Email, Internet and Computer Systems.

- 1.1 This policy contains Casey Radio's expectations in relation to the operation and use of its internet, email and computer systems.
- 1.2 This policy may be changed from time to time. The policy does not form part of any contract.
- 1.3 In certain cases, Casey Radio chooses to give members access to information and communication systems and devices. Those persons who are given access are expected to act responsibly and follow this policy.

## 2. Email, Internet, Computer Equipment and Other Devices

- 2.1 You are expected to take a professional and courteous approach to everything you do in connection with Casey Radio that includes:
  - sending emails;
  - accessing and searching the internet (including Facebook, Twitter, Instagram and any other social network, blogging or method of communicating via the internet); and/or
  - using computer equipment issued or paid for by Casey Radio.
- 2.2 You should **not** expect that any email or other activity conducted over Casey Radio's computer network(s) will be private or otherwise confidential.
- 2.3 Personal use of the internet, email and computer systems of Casey Radio is not permitted.
- 2.4 Passwords must be kept confidential, except where you need to provide your password to IT personnel.
- 2.5 You must not engage in use that involves conduct or material that is inappropriate or otherwise obscene or offensive such as accessing or distributing content of a sexual, pornographic, discriminatory, sexist or racist nature.
- 2.6 You must not engage in use that includes conduct or material that has the risk of defaming, or of causing damage to Casey Radio or any of its members.
- 2.7 You must not engage in use that includes unlawful activities that are illegal



or otherwise inappropriate.

2.8 You must not engage in use that impacts the performance of the network(s), computers or other equipment owned or operated by or on behalf of Casey Radio.

2.9 An email may be blocked by Casey Radio if it is in breach of this policy. You will usually receive a 'bounce back' or other email to let you know this has happened.

### **3. Confidentiality and Privacy**

3.1 You are not allowed to take or otherwise release any confidential information or intellectual property owned by Casey Radio unless you have been authorised by the Committee of Management.

### **4. Failing to Follow this Policy**

The outcomes of failing to follow this policy can include a warning, a final warning or in the worst cases, the termination of your membership.