



## ACCEPTABLE USE OF ELECTRONIC MEDIA POLICY

Policy number	1.17	Version	1.2
Drafted by	M.Kruck	Approved by Committee	05 Aug 2019
Responsible person	D.Manning	Scheduled review date	30 Nov 2022

### INTRODUCTION

SLNC recognises that Committee members need access to email accounts to assist in the efficient and professional delivery of services. SLNC supports the right of committee members to have access to reasonable access of the communications hubs like emails/clouds, websites that are paid via SLNC income stream.

### PURPOSE

This policy sets out guidelines for acceptable use of the electronic media services provided by SLNC. Access to email account under SLNC logo is provided to committee members for the primary purpose of assisting them with communicating among themselves and the public. Access to cloud to share files relating to SLNC among members and the public. Websites as public interaction and media release.

### POLICY

Members access services like email address, chat hubs and clouds provided by SLNC for:

- Any topic surrounding the environment-related purposes;
- Limited personal use (for details see Procedures, below);
- More extended personal use under specific circumstances (for details see Procedures, below).
- Marketing material (web-site) to distribute to the public.
- Share documents and ideas relating to SLNC.
- Communication between members, the public and govt sectors.

Where members access SLNC clouds, email accounts or computer software under the name SLNC Inc belongs to SLNC. Only authorised members of SLNC may access any data on that equipment to ensure that the organisation's policies are being adhered to.

### AUTHORISATION

Signature of Secretary



Date of Approval by Committee

05 / AUG / 2019

Springfield Lake Nature Care Inc (SLNC)





## ACCEPTABLE USE OF ELECTRONIC MEDIA PROCEDURE

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### Definition

Electronic media includes all electronic devices and software provided by SLNC, including, but not limited to, computers, electronic tablets, peripheral equipment such as printers, cameras, memory, and copiers, computer software applications and telephones, including mobile phones, smartphones and voicemail systems.

### RESPONSIBILITIES

It is the responsibility of the President to ensure that:

- Committee members are aware of this policy;
- any breaches of this policy coming to the attention of Committee are dealt with appropriately.

It is the responsibility of all members to ensure that their use of electronic media conforms to this policy.

### PROCESSES

#### Limited personal use

Limited personal use of email facilities provided by the organisation is permitted where it:

- Is infrequent and brief;
- Does not interfere with the duties of the member or his/her colleagues;
- Does not interfere with the operation of SLNC;
- Does not compromise the security of SLNC or of its systems;
- Does not compromise the reputation or public image of SLNC;
- Does not impact on the electronic storage capacity of SLNC;
- Does not decrease network performance (e.g. large email attachments can decrease system performance and potentially cause system outages);
- Corresponds to the procedures outlined in the Email Maintenance and Archiving Procedures document;
- Conforms to the common practices for file management;
- Incurs no additional expense for SLNC;
- Violates no laws;
- Does not compromise any of the confidentiality requirements of SLNC;
- Does not fall under any of the “unacceptable use” clauses outlined below.

Examples of what would be considered reasonable personal use are:

- Conducting a brief online banking transaction, or 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 members need to use the email or devices that belong to SLNC for extended personal use. An example of this could be when a member needs to use the special camera to access a considerable amount of material related to study, they are undertaking.

In these situations, it is expected that:

- The member advises and negotiate this use with their Management Committee beforehand in order to obtain the Management Committee's approval;

### Access to electronic data

SLNC may need to access any and all information, including computer files, email messages. The organisation may, in its sole discretion, authorise its members to inspect any files on its electronic media at any time for any reason. Where use of the SLNC's equipment or software requires the use of a password, this should not be taken to imply any right of privacy in the user.

### Unacceptable use

Members may not use the email accounts (including cloud access) provided by SLNC to:

- Create or exchange messages that are offensive, harassing, obscene or threatening;
- Visit websites containing objectionable (including pornographic) or criminal material;
- Exchange any confidential or sensitive information held by SLNC (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);
- Undertake internet-enabled activities such as gambling, gaming, conducting a business or conducting illegal activities;
- Create or exchange advertisements, solicitations, chain letters or other unsolicited or bulk email.

### RELATED DOCUMENTS

- [Acceptable Electronic Media Policy](#)
- [Technology Procedures Manual](#)

### AUTHORISATION

Signature of President

Name of President

Date:

  
Luise Manning  
05 / AUG / 2019