



ACCEPTABLE USE OF RESOURCES POLICY

Policy number	01	Version	1.0
Drafted by	Joy Taylor	Approved by Board	2014
Responsible party	Board	Scheduled review	2017

INTRODUCTION

8CCC Community Radio Inc (8CCC) recognises that volunteers need access to various resources including computer and telephone network systems to assist and enable them to deliver community radio related activities and services. 8CCC supports the right of volunteers to have access to reasonable personal use of its resources in accordance with this policy.

PURPOSE

This policy sets out guidelines for acceptable use of the computer and telephone networks, including internet usage and telephone calls made by volunteers of 8CCC. The primary purpose for which access to these resources is provided to 8CCC volunteers is to assist them in carrying out their community radio-related tasks.

POLICY

Volunteers may use the 8CCC resources for:

- Community radio-related purposes
- Limited personal use (for details see Procedures)

AUTHORISATION

Laurencia Grant Secretary	LG	Edan Baxter President	EB
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ACCEPTABLE USE OF RESOURCES PROCEDURES

Procedure number	01-1	Version	1.0
Drafted by	Joy Taylor	Approved by Board on	2014
Responsible party	Board	Scheduled review date	2017

RESPONSIBILITIES

It is the responsibility of the Board to ensure that:

- volunteers are aware of this policy; and
- any breaches of this policy coming to the attention of the Board are dealt with appropriately.

It is the responsibility of the all volunteers to ensure that their usage of all 8CCC resources conforms to this policy.

PROCESSES

Limited personal use

Limited personal use of computer and telephone networks and other 8CCC provided by the organisation is permitted where it:

- Is infrequent and brief
- Does not interfere with the duties of the volunteer or his/her colleagues
- Does not interfere with the operation of 8CCC
- Does not compromise the security of the 8CCC systems
- Does not impact on 8CCC's electronic storage capacity
- Does not decrease network performance (e.g. large email attachments can decrease system performance and potentially cause system outages)
- Incurs no additional expense for 8CCC
- Violates no laws
- Compromises none of the confidentiality requirements of 8CCC
- Does not fall under any of the 'unacceptable use' clauses outlined below.

Examples of what would be considered reasonable personal use are:

- Sending a brief personal email
- Making a brief personal local landline phone call



Unacceptable use

Volunteers may not use computer and telephone networks provided by 8CCC 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 8CCC (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);
- Use internet-enabled activities such as gambling, gaming, conducting a business or conducting illegal activities;
- Make long distance, international or calls to mobiles without prior approval from a Board member;
or
- Create or exchange advertisements, solicitations, chain letters and other unsolicited or bulk email.

At the discretion of the 8CCC Board of Management, volunteers engaging in unacceptable use of 8CCC resources may be asked to reimburse 8CCC for any additional expenses incurred by 8CCC and/or be subject to disciplinary procedures in accordance with the rules of the association.

AUTHORISATION

Laurencia Grant Secretary	LG	Edan Baxter President	EB
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