GBWCT POLICY

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INTERNET ACCESS POLICY

> This policy explains how the Workcentre will ensure appropriate use of internet access by all who have been granted that right. The Workcentre makes every effort to maintain professional and appropriate relationships between staff and clients/participants, and trust that users will be responsible, show respect for others, and work in partnership with management to ensure that access to the internet is a safe and empowering experience for all.
>
> Additionally, this policy ensures the protection of the "brand" of the Workcentre in the public IT arena, and a mindful usage of organisation resources, including time and finances.

1.0 Purpose

The Workcentre understands that when staff work during the week it is occasionally necessary to conduct personal business during office hours. However, staff should limit their personal use of the telephone and computer during office hours.

Talk to your manager if you have any questions as to how much is too much time. Because telephone and email systems are provided by the Workcentre, at its expense for business use, all messages sent or received on those systems are organisation documents. The Workcentre reserves the right to access the messages that you send or receive on the voice mail or email systems. Employees should also be aware that "deleted" messages from the computer screen may not actually be deleted from the email system.

2.0 Scope

All staff, clients, participants, students, and all others who use GBWCT digital resources.

3.0 Policy Details

Acceptable use of Internet Access:

Responsible and productive use of theiInternet related to work or educational activities.

Responsible and ethical usage of Internet access for personal purposes, e.g. email, social networking (if permitted), or personal research/browsing.

NOTE: To safeguard the personal safety of students/clients/participants and staff the Workcentre prohibits student/staff interaction through private social networking and media accounts, e.g. Facebook, instagram and personal email. Staff may create a social media profile for work purposes with the approval of Management. All GBWCT communication with clients, students, participants and external stakeholders should be conducted via approved channels and should be confined to professional and/or educational contexts only.

Negotiated and approved downloading of data, media, software files or updates for personal use in compliance with Copyright and Privacy Acts rules and regulations e.g. those students/staff with limited internet home access may negotiate with the IT Manager to download essential software updates using our broadband connection. These files are to be transferred directly onto a removable storage device once downloaded

NOTE: If users save images, songs or movies from the Internet it is their responsibility to ensure that they have the right to download these onto their computer. If users are unsure of their rights and responsibilities, or the safety of a particular website, they **MUST** obtain permission from the IT Administrator or General Manager **BEFORE** downloading anything.

Unacceptable use of Internet Access:
- Downloading or copying electronic files that are copyrighted.
- Access to any site that contains obscene, hateful, cruel, pornographic, unlawful, violent or otherwise illegal material.
- Sending or posting discriminatory, harassing, defamatory or threatening messages, images, sounds, or other media, on the Internet or via provided Internet access or email software, cyberbullyinglying, or in any way breaching Privacy Act rules and regulations.
- Stealing, using, or disclosing someone else's password.
- Sending or posting chain letters, solicitations or advertisements not related to business/educational purposes or activities.

- Online gaming
- Hacking, threatening to hack, or attempting to hack into the Workcentre intranet, or any website, and the piracy of software (either available on the Internet or installed on Workcentre equipment).
- Wrongful or unethical use of data available through Internet access, e.g. Plagiarism. (Plagiarism is defined in dictionaries as the "wrongful appropriation," "close imitation", or "purloining and publication" of another author's "language, thoughts, ideas, or expressions", and the representation of them as one's own original work (i.e. quote from Wikipedia).
- Deliberately introducing malicious software and/or jeopardising the security of the Workcentre's electronic communications systems.

Protection of Internet Users:

All Internet usage is logged and can be accessed by the General Manager and IT Admin – this includes sites visited by each user and the time spent at each location.

The Workcentre will maintain an up-to-date anti-virus system on the server and all workstation equipment.

Firewall protection is maintained to provide and monitor Internet access via use of a logon system of   usernames and passwords.

Where possible the Workcentre will provide/upgrade electronic equipment or software and technical assistance to ensure continuous access to the Internet.

Where possible, education on the ethical and safe usage of Internet access will be given, and links to available resources will be provided.

The Workcentre is aware that Internet addiction can afflict some users and asks that staff and students develop an awareness of this problem, reporting concerns to the General Manager so that appropriate assistance can be given as required.

Websites identified by staff, tutors or students as being misused or inappropriate can and will be blacklisted as the needs arise. Negotiated temporary access to blocked sites, or the removal/revision of a blacklisting, is available on a case-by-case basis.

Violation of the terms outlined in this policy may result in: the loss of privileges; restricted Internet access; or other appropriate action relevant to the offence, which could in the case of serious misuse result in dismissal for employees or removal from programmes for students.