

 NEW NORCIA SERVICES		Policy
		Email & Internet Policy
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10.00 Safeguarding Policy

10.08 Email & Internet Policy

Purpose

Email, Internet and Intranet access is provided as an organizational communication tool. The system is the property of New Norcia Services. Any information in the System including but not limited to emails (both sent and received) is the property of New Norcia Services. As we are out of the Metropolitan area, we are dependent on a monthly Broadband account limit which is shared between the business units and everyone in the town of New Norcia. From a business perspective this is used for both the email server and firewall/proxy for internet access for employees. Employee's daily usage needs to be kept to a minimum to ensure the monthly limit is not exceeded as exceeding the limit results in the daily speed slowing considerably with a resulting impact on efficiency in the workplace.

Policy

- The internet is to be used only by approved employees and is to be used for legitimate purposes. The browsing of websites containing illicit or offensive material is forbidden.
- Downloading of programs or data from the internet may only be performed with prior approval of the IT Manager.
- The Organisation reserves the right to modify this policy at any time, with or without prior notification. A violation of this policy will result in disciplinary proceedings that may, depending on the circumstances, result in termination of employment
- The Organisation reserves the right to review all electronic records, including email messages. Employees should have no personal expectation that their email messages (both sent and received) are private. On this basis if minimal personal email correspondence is required it would be preferable to use Gmail, Live Mail, Yahoo mail, Outlook.com or a personal ISP web email account.
- Email messages deleted by the user will still be present, either in another person's mailbox, or on a file server or back-up file of a user. Care must be taken to ensure the accuracy and professionalism of all email communications. Email messages must be able to withstand scrutiny without causing embarrassment to employees, customers or New Norcia Services
- All policies, including but not limited to policies concerning copyright, confidentiality, harassment, abuse and discrimination apply to the use of the system.

- Employees must ensure that internal messages meant only for other employees are not sent to outsiders.
- Employees should not disclose usernames and passwords to unauthorised persons (this includes unintentional disclosure). If an unauthorised person requests confidential information (including username or passwords), employees should refer the person to the Manager (even if the request seems legitimate). Whilst operating the system employees should be aware of the possibility of exposing the system to a risk of a security breach, harassment or sabotage.

Prohibited Uses of the Internet & Email System includes the following:

- Downloading of screen savers and executable files
- Browsing of offensive or illicit sites
- Sending copies of documents in violation of copyright laws or licensing agreements
- Sending confidential or proprietary information or data to persons not authorised to receive it
- Content that may constitute sexual harassment or be considered discriminatory, obscene, derogatory or excessively personal, whether intended to be serious or humorous
- Downloading or viewing any material which is harmful and exploitive of children or adults art risk is expressly forbidden
- Sending and opening of chain letters
- Illegal activity
- Harassment
- Personal commercial activities
- Promotion of political positions or actions
- Solicitation of any type, except for organisationally-sanctioned activities