ACCEPTABLE USE & INTERNET SAFETY POLICY

# INTRODUCTION

 encourages the use of digital technology professional responsibilities. This Acceptable Use and Internet Safety Policy applies to all staff, contractors and visitors using digital technology and Internet services provided by .

It is important that that all individuals utilising these services agree to the terms of this document. The use of digital technology and Internet services at is a privilege and as such it is expected that all individuals will use these resources responsibly.

# ACCEPTABLE USE POLICY

## ACCEPTABLE USE

The types of activities that staff, contractors and visitors are encouraged to participate in and considered acceptable practice when using IS systems include:

* Research on the Internet related to develop professional skills related to one’s position at .
* Acquiring or sharing information necessary or related to the performance of an individual’s assigned responsibilities.
* Reasonable use of computing facilities for personal correspondence, e.g. sending personal emails, and using Internet web sites so long as it does not interfere with productivity or consume sustained high volume traffic.

## UNACCEPTABLE USE

The types of activities that are considered unacceptable practice include:

* Use of digital technology and Internet services for illegal or unlawful purposes. This includes, but is not limited to: intentional copyright infringements, software license infringements, obscenity, fraud, defamation, plagiarism, harassment, intimidation, forgery, impersonation and computer tampering (e.g. spreading computer viruses or destruction of data owned by others).
* Intentionally using digital technology and Internet services to visit Internet sites or receive information that contains obscene, pornographic, hateful or other objectionable material.
* Attempting to gain access to any computer system, information, or resources without the authorisation of the relevant owner.
* Knowingly or recklessly transmit or distribute any information or material which contains a virus, worm, Trojan Horse, or any other harmful component.
* Posting, publishing, transmitting, or distributing any unsolicited advertising through mass electronic- mail or other direct transmission.
* Using digital technology and Internet services to reveal or publicise restricted or propriety information which includes, but is not limited to: financial information, new product ideas, intellectual property, strategies and plans, databases and the information contained therein, staff details, product information, computer software and code, computer network and access details and business relationships.
* Internet use of a nature that consumes bandwidth at an unacceptable rate is specifically prohibited when there is no clear educational use. Examples include: illegal downloading of music, video or software; playing games online.

All use must comply with all applicable laws which include but is not limited to: the Privacy Act 1993, the Fair Trading Act 1986, the Copyright Act 1994, the Defamation Act 1992 and the Films, Videos, and Publications Classification Act 1993, the Unsolicited Electronic Messages Act 2007 as well as any advertising codes of practice which may be relevant.

## UNACCEPTABLE ACTIONS

Prompt action will be taken to deal with unacceptable actions by individuals or groups of people that infringe this policy or which undermine the integrity or performance of the network. This may include; suspension from using the Internet or removal of the service and removal of access to all digital technology.

## ACCEPTANCE AGREEMENT

By signing this acceptance form, I confirm that I have read and understand the details outlined in the Acceptable Use Policy and understand that failure to comply may result in my Internet service and/or access to digital technology being suspended or terminated.

I agree to follow all terms and conditions outlined in this document.

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| NAME: |  |
| POSITION: |  |
| ADDRESS: |  |
| DATE: |  |
| SIGNATURE: |  |