



Acceptable Use of Computers, Internet and Email Procedures

Limited Personal Use

Limited personal use is permitted where it:

- Is infrequent and brief
- Does not interfere with the duties of the employee or their colleagues
- Does not interfere with the operation of *Bounce Fitness*
- Does not compromise the security of the *Bounce Fitness* systems
- Does not impact on *Bounce Fitness*' electronic storage capacity
- Does not decrease *Bounce Fitness*' 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 practices for file management and storage outlined in the current *Technology Procedures Manual*
- Does not incur any additional expense for *Bounce Fitness*
- Does not violate any laws
- Does not compromise any confidentiality requirements of *Bounce Fitness*.

Examples of what would be considered reasonable personal use are:

- Conducting a brief online bank transaction
- 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 staff need to use the Internet or email for extended personal use. An example of this could be when a staff member needs to use the Internet to access a considerable amount of materials related to study they are undertaking. In these situations it is expected that:

- The staff member advise and negotiate this use with the Manager
- The time spent on the Internet replaces all or part of a staff member's break/s for that day, or that they adjust their timesheet accordingly for that day.

It is not expected that staff need to advise or negotiate with the Manager for personal use that would be reasonably considered to be of a limited nature.

Unacceptable Use

Staff may not use Internet or email access (including internal email access) provided by *Bounce Fitness* 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 Bounce Fitness (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
- Create or exchange advertisements, solicitations, chain letters and other unsolicited or bulk email.

Staff may not use the computers to play games in work time.

Related Documents

- Email Maintenance and Archiving Procedures
- Network Policy.