

## Information Technology Management

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### PURPOSE

Northern Geelong Rental Housing Co-operative (NGRHC) recognises that staff of the Co-operative, and tenant-members (including those with authority to access data), need access to email systems and the internet to assist in the efficient and professional delivery of services.

This policy sets out guidelines for acceptable use of the computer network, including internet and email.

### SCOPE

This policy applies to both staff and tenant-members of NGRHC

### RELEVANT CO-OPERATIVE OBJECTIVES

Housing Registrar Performance Standards for Registered Housing Providers

### POLICY

Staff, and tenant-members with authority to access data, may use the internet and email access provided by Northern Geelong Rental Housing Co-operative (NGRHC) for:

- Any work and work-related purposes
- Limited personal use (see guidelines below)
- Accessing documents required for meetings
- Remote access using the controlled environment set up by NGRHC IT provider

#### GUIDELINES

##### **Limited personal use is permitted where it:**

- Is infrequent and brief
- Does not interfere with the duties of the employee or his/her colleagues
- Does not interfere with the operation or security of Northern Geelong Rental Housing Co-operative
- Does not incur any additional expense for Northern Geelong Rental Housing Co-operative
- Does not violate any laws
- Does not compromise any confidentiality requirements of Northern Geelong Rental Housing Co-operative
- Is ideally used during break times

### **Permitted extended personal use is permitted where:**

It is recognised that there may be times when staff need to use the internet or email for extended personal use. For example, when a staff member needs to use the internet to access a considerable amount of materials related to study they are undertaking, or in times of personal or family crisis. In these situations it is expected that:

- The staff member advise and negotiate this use with the Committee of Management
- 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.

Limited personal use does not need to be raised to the Committee of Management, refer to personal use guidelines.

### **Unacceptable use**

Staff and tenant-members may not use internet or email access (including internal email access) provided by Northern Geelong Rental Housing Co-operative (NGRHC) on a phone, tablet or computer to:

- Create or exchange messages that are offensive, harassing, obscene or threatening
- Visit web sites containing objectionable material
- Exchange any confidential or sensitive information held by NGRHC (unless in the authorised course of their duties)
- Create, store or exchange information in violation of copyright laws
- Operate games, gamble, conduct a business, or conduct illegal activities
- Create or exchange advertisements, solicitations, chain letters and other unsolicited or bulk email.

## **RESPONSIBILITIES**

It is the responsibility of the Committee of Management in conjunction with the manager to discuss appropriate levels with individual staff and tenant-members if there are concerns around unacceptable use of the internet.

## **RELATED DOCUMENTS**

Privacy and Information Sharing Policy  
Committee of Management Policy  
CoM Induction Manual