



The Bee-Leaf Academy
PO Box 205
Dayboro QLD 4520

T | 0484 535 078

E | info@bee-leafacademy.com.au

🌐 | www.bee-leaf.com.au

Bee-Leaf Academy Acceptable Use of Electronic Media Policy

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Drafted by	Roni McCorkle	Review Date	01/07/2022
Person Responsible	Director		

INTRODUCTION

The Bee-Leaf Academy (“the Academy”) recognises that its Directors, employees and volunteers need access to email systems and the internet to assist in the efficient and professional delivery of services.

The Academy supports the right of Directors, employees and volunteers to have access to reasonable personal use of the internet and email communications in the workplace.

PURPOSE

This policy sets out guidelines for acceptable use of the computer network, including internet and email, by Directors, employees and volunteers of the Academy. Access to internet and email may be provided to the Academy staff and volunteers for the primary purpose of assisting them in carrying out their assigned duties.

POLICY

Directors, employees and volunteers may use the internet and email access provided by the Academy for:

- Any work and work-related purposes; and
- Limited personal use (see Definitions, below).

The Academy Executive may, in its sole discretion, authorise Academy Directors, employees and volunteers to use the organisation’s computer equipment, software and online resources to carry out their duties.

The Academy executive may also authorise the inspection of any files or messages to ensure the organisations policies are being adhered to. Where use of the organisation’s equipment, software or online resources requires the use of a password, this should not be taken to imply



any right of privacy in the user. The Academy Executive may also recover information that a Director, employee or volunteer has attempted to delete. No such user should not assume that such data will be treated as confidential.

DEFINITIONS

Access to electronic data

Access to electronic data means access to any and all information held electronically on Academy resources, including computer files, email messages, text messages and voicemail messages.

Electronic Media

Electronic media includes all electronic devices and software provided or supported by the Academy, including, but not limited to, computers, electronic tablets, peripheral equipment such as printers, copiers and data projectors, computer software applications (including software that grants access to the internet or email) and telephones, including mobile phones, smartphones and voicemail systems.

Limited personal use

Limited personal use of computer, internet and email facilities provided by the organisation is permitted where it:

- Is infrequent and brief;
- Does not interfere with the duties of the Director, employee, volunteer or his/her colleagues;
- Does not interfere with the operation of the Academy;
- Does not compromise the security of the Academy or of its systems;
- Does not compromise the reputation or public image of the Academy;
- Does not impact on the electronic storage capacity of the Academy;
- Does not decrease network performance (e.g. large email attachments can decrease system performance and potentially cause system outages);
- Incurs no additional expense for the Academy;
- Violates no laws;
- Does not compromise any of the confidentiality requirements of the Academy; and
- Does not fall under any of the "unacceptable use" clauses outlined below.

Examples of what would be considered reasonable personal use are:

- Conducting a brief online banking transaction, or paying a bill; and
- Sending a brief personal email, similar to making a brief personal phone call.

Unacceptable use

Staff may not use internet or email access (including internal email access) provided by the Academy 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 the Academy (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);



- Undertake internet-enabled activities that are counter to the interests of the Academy such as gambling, gaming, conducting a business or conducting illegal activities; or
- Create or exchange advertisements, solicitations, chain letters or other unsolicited or bulk email.

RESPONSIBILITIES

It is the responsibility of the Academy Executive to ensure that:

- employees and volunteers are aware of this policy;
- any breaches of this policy coming to their attention are dealt with appropriately.

It is the responsibility of all employees and volunteers to ensure that their use of electronic media conforms to this policy.

PROCESS

This policy shall be included in the induction package provided to new Directors, employees and volunteers.

A copy of this policy shall be available for reference in Board meetings.

Any point in dispute in this policy shall be resolved by the President.

RELATED DOCUMENTS

Code of Ethics

AUTHORISATION

John McCorkle
President