



6.0 INTERNET AND EMAIL

APPLICATION

This policy applies to all management, contractors, consultants and volunteers (collectively referred to within this Policy as 'Volunteers') of Ellenbrook Radio (inc) (referred to within this Policy as Ellenbrook Radio) who have access to computers and the Internet to be used in the performance of their work.

Violation of this policy could result in disciplinary action specified in **GENERAL PRINCIPLES**.

Use of the Internet by Volunteers of Ellenbrook Radio is permitted and encouraged where it supports the goals and objectives of Ellenbrook Radio. Access to the Internet through Ellenbrook Radio is a privilege and all Volunteers must adhere to the policies concerning Computer, email and internet usage.

- a) Internet access is limited to job-related activities only and personal use is not permitted unless prior authorisation has been provided
- b) All Internet data that is composed, transmitted and/or received by Ellenbrook Radio's computer systems remains the property of Ellenbrook Radio and is recognised as official data. It may be subject to disclosure for legal reasons or third parties.
- c) Ellenbrook reserves the right to monitor Internet traffic and monitor and access data that is composed, sent or received through its computers or internet connections.
- d) Emails sent via the Organisation's email system should not contain content that is deemed offensive, pornographic, vulgar or that uses bad or harassing language.
- e) Official emails will be sent to members from **the station secretary or delegated committee member only**.
- f) **No presenter is to email the general membership without prior permission in writing from the secretary**. All correspondence is to be directed to the secretary who will then pass on to the members where appropriate.
- g) Internet sites accessed may be monitored and/or blocked by Ellenbrook Radio if they are deemed harmful and/or not productive to Organisation.
- h) Installation of software that does not assist Ellenbrook Radio to achieve its objectives, or which is unauthorised, is strictly prohibited.
- i) Examples of blocked material include: Pornographic, obscene, hateful, discriminatory, violent, fraudulent, pirating, confidential, trade secrets, defamatory, malicious, personal views represented Ellenbrook and any messages containing such material.

EMAIL

All communication and material created on, stored on, or sent via email from Ellenbrook Radio's computer equipment remains the property of Ellenbrook and may be accessed by management.

Signed

Nicholas Antartis
Chairman

11 May 2021