



INTERNET & EMAIL POLICY

1. Introduction

At Ellenbrook Community Radio (Inc) trading as Radio VCA88.5FM (Radio VCA88.5FM) we understand that the use of Radio VCA88.5fm's internet is permitted and encouraged where it supports the ability of a Presenter to research information around producing their programs or make available information for the Management Committee, presenters, members and guests of Presenters (collectively referred to within this Policy as 'volunteers') of Radio VCA88.5FM who have access to computers and the internet to be used in the performance of their work.

2. Purpose

The purpose of this **Internet and Email Policy** (Policy) is to establish guidelines for the safe use of the Radio VCA88.5FM's internet connection, network and equipment. We want to avoid inappropriate or illegal internet use that creates risks or damages reputation to Radio VCA88.5FM and to provide a clear understanding of Radio VCA88.5FM's email usage.

3. Scope of Policy

This Policy also aims to establish parameters and outline the expected behaviour of volunteers of Radio VCA88.5FM when using the Internet or emails.

- Internet access is limited to job-related activities only. Presenters may use search engines to support program information and SMS access. ALL personal use is not permitted on equipment that belongs to Radio VCA88.5FM.
- All Internet data that is composed, transmitted and/or received by Radio VCA88.5FM's computer system remains the property of Radio VCA88.5FM and is recognised as official data. It may be subject to disclosure for legal reasons or third parties.
- Radio VCA88.5FM reserves the right to monitor Internet traffic and monitor and access data that is composed, sent or received through its computers or internet connections.
- Emails sent via the Radio VCA88.5FM email system should not contain content that is deemed offensive, pornographic, vulgar or that uses bad or harassing language.
- Official emails will be sent to members from **the station secretary or delegated committee member only.**
- **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.
- Internet sites accessed may be monitored and/or blocked by Radio VCA88.5FM if they are deemed harmful and/or not productive to Radio VCA88.5FM.

- Installation of software that does not assist Radio VCA88.5FM to achieve its objectives, or which is unauthorised, is strictly prohibited. The Management Committee have the only authority to review software requirements.
- Examples of blocked material include: Pornographic, obscene, hateful, discriminatory, violent, fraudulent, pirating, confidential, trade secrets, defamatory, malicious, personal views representing Radio VCA88.5FM and any messages containing such material.
- All communication and material created on, stored on, or sent via email from Radio VCA88.5FM's computer equipment remains the property of Radio VCA88.5FM and may be accessed by members of the Management Committee.

This Policy applies to:

- All members, presenters and volunteers of Radio VCA88.5FM.

This policy should be read in conjunction with the following policies, available on Radio VCA88.5FM's website:

- Code of Conduct Policy
- Presenter Conduct & Participation Policy
- Discrimination, Harassment & Bullying Policy
- Social Media & Media Engagement Policy

4. Consequences of Breaching this Policy

Breaches of this Policy may result in disciplinary action being taken up to and including termination of membership. Behaviour may also be reported to the relevant authorities where considered appropriate.

Policy Owner & Version Control

Policy Owner	Ellenbrook Community Radio (Inc) t/a Radio VCA88.5FM: Secretary
Next Review Date	This Policy will be reviewed annually or following significant changes in legislation or station operations.
Endorsed By	

Version	Status	Date Approved	Description/Sections Modified
V2	Adopted	13 October 2025	Final Version