

## **Hockey MD Pty Limited Policy for Internet and Email use**

***For the purpose of this document, "staff" refers to all Hockey MD Pty Limited staff, volunteers and contractors.***

### **1. RATIONALE AND PURPOSE**

This Policy applies to all staff of Hockey MD Pty Limited, who have access to computers and the internet to be used in the performance of their work. Use of the internet by staff is permitted and encouraged where such use supports the goals and objectives of the business. However, access to the internet through Hockey MD Pty Limited is a privilege and all staff must adhere to the policies concerning computer, email and internet usage. Violation of these policies could result in disciplinary and/or legal action leading up to and including termination of employment or contract. Staff may also be held personally liable for damages caused by any violations of this policy.

### **2. SCOPE OF THE POLICY**

All staff members are required to agree to abide by the rules hereunder.

#### **Computer, email and internet usage**

- Company staff is expected to use the internet responsibly and productively. Internet access is limited to job-related activities only and personal use is not permitted.
- All Internet data that is composed, transmitted and/or received by Hockey MD Pty Limited computer systems and social media accounts is considered to belong to Hockey MD Pty Limited and is recognised as part of its official data. It is therefore subject to disclosure for legal reasons or to other appropriate third parties.
- The equipment, services and technology used to access the internet are the property of Hockey MD Pty Limited and the company reserves the right to monitor internet traffic and monitor and access data that is composed, sent or received through its online connections.
- Emails sent via the company email system should not contain content that is deemed to be offensive. This includes, though is not restricted to, the use of vulgar or harassing language and/or images.
- All sites and downloads may be monitored and/or blocked by Hockey MD Pty Limited if they are deemed to be harmful and/or not productive to business.
- The installation of software such as instant messaging, peer-to-peer (P2P) technology is strictly prohibited.

Unacceptable use of the internet by staff includes, but is not limited to:

- Access to sites that contain obscene, hateful, pornographic, unlawful, violent or otherwise illegal material.
- Sending or posting discriminatory, harassing, or threatening messages or images on the Internet or via Hockey MD Pty Limited email or social media services.
- Using computers to perpetrate any form of fraud, and/or software, film or music piracy.
- Stealing, using, or disclosing someone else's password without authorisation.

- Downloading, copying or pirating software and electronic files that are copyrighted or without authorisation.
- Sharing confidential material, trade secrets, or proprietary information outside of the organization.
- Hacking into unauthorised websites.
- Sending or posting information that is defamatory to the company, its products/services, colleagues and/or customers.
- Introducing malicious software onto the company network and/or jeopardising the security of the organisation's electronic communications systems.
- Sending or posting chain letters, solicitations, or advertisements not related to business purposes or activities.
- Passing off personal views as representing those of the organization.

If a staff member is unsure about what constitutes acceptable internet usage, then they should ask Hockey MD Pty Limited directors for further guidance and clarification.

All terms and conditions as stated in this document are applicable to all staff of Hockey MD Pty Limited network and internet connection. All terms and conditions as stated in this document reflect an agreement of all parties and should be governed and interpreted in accordance with the policies and procedures mentioned above. Any user violating these policies is subject to disciplinary actions deemed appropriate by Hockey MD Pty Limited.