



HLNT Computer, Internet and Email Policy

INTRODUCTION

HLNT recognises that staff need to access email systems and the internet to assist in the efficient and professional delivery of services. **HLNT requires staff members to use and maintain their computer facilities and related software in a manner which promotes the best interests of HLNT and which complies with all relevant legislation and system requirements.** HLNT supports the right of staff 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 employees of HLNT. The primary purpose for which access to the internet and email is provided for HLNT staff is to assist them in carrying out the duties of their employment.

ATHORITY: CEO

OBJECTIVES

- Staff may use the internet and email access provided by HLNT for:
 - Any work-related purposes
 - Limited personal use (see below)
 - More extended personal use under specific circumstances (see below)
- HLNT recognises it has a responsibility to ensure the appropriate use of its IT facilities and that it must be protected from damage or liability resulting from the inappropriate use.

RESPONSIBILITIES OF STAFF

Users with Authorised Accounts

- It is a requirement that every person who accesses HLNT IT facilities must have an authorised user account for that positions exclusive use.
- All users with an authorised account must comply with this policy when using HLNT's IT facilities.
- All staff will be asked to agree when logging onto the HLNT Computers to agree with HLNT Policies and Procedures regarding internet/email/computer usage.

User Accounts and Passwords

- Users comply with the HLNT Computer Usage Policy
- Users must select passwords that are alphanumeric that cannot be easily guessed and they must not divulge passwords to others, including other staff members (excepting the CEO who maintains a database of passwords).

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Healthy Living NT
is the trading name of the
Diabetes Association
of the Northern Territory
Incorporated.

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- Users must not attempt to determine another user's password.
- If the security of a password is compromised, it should be changed and the CEO advised immediately.

Acceptable Use

- IT facilities are provided to support the HLNT's administrative and business activities.
- Facilitating, gathering, researching and disseminating information to promote HLNT's core businesses.
- Limited personal usage is acceptable where it is:
 - Is frequent and brief
 - Does not interfere with the duties of the employee or his/her colleagues
 - Does not interfere with the operations of HLNT
 - Does not compromise the security of the HLNT systems
 - Does not impact on HLNT's electronic storage capacity
 - Does not decrease HLNT's network performance (e.g. large email attachments can decrease system performance and potentially cause system outages)
 - Does not incur any additional expenses for HLNT
 - Does not violate any laws
 - Does not compromise any confidentiality requirements of HLNT

Some examples of reasonable personal use are:

- Conducting a brief online bank transaction
- Paying a bill
- Sending a brief personal email, similar to making a brief personal telephone call.
- Permitted extended personal use is acceptable under specific circumstances:
 - The staff member must advise and negotiate this use with the CEO, (e.g. staff member need to use HLNT facilities to access internet/computers for related study they are undertaking)
- Staff should note that as the internet and email facilities are owned by HLNT for the purpose of HLNT's business, that all systems and information may be accessed by management or its nominees for normal operational purposes.

Unacceptable Use

Specific activities that constitute unacceptable use **include but are not limited** to this list.

- Opening or acceptance of all suspicious email or spam email from unknown sources. These must be deleted immediately without opening.
- Use of a USB that has not been scanned for virus's
- Exchange of any confidential or sensitive information held by HLNT (unless it is in the course of their duties)
- Any email received from an external source with client details is to be modified to remove client identifiers prior to being responded to – refer to Privacy Policy.
- Create, store or exchange information in violation of copyright laws (including the uploading or downloading of commercial software, games, music or movies)
- Deliberate, unauthorised access to IT facilities
- Attempts to read, copy or modify the electronic mail of other users is only applicable where the person has nominated you as a delegate (Management excluded);
- Deliberate, unauthorised corruption or destruction of IT facilities (including deliberate introduction or propagation of computer viruses)
- Create or exchange advertisements, solicitations, chain letters or other unsolicited or bulk email.

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- Staff may not use the computers to play games, access EBay, Facebook, Twitter or similar social networking sites in work time.
- Use of HLNT IT facilities to gain unauthorised access to third party IT facilities and any attempt to make third party IT facilities unavailable.

If unacceptable use of HLNT IT systems is detected, it must be reported to the CEO. Behaviour which breaches this policy may also breach Commonwealth and/or State law.

RESPONSIBILITIES OF HLNT

HLNT will take reasonable steps to protect its IT facilities from unauthorised and unacceptable use.

Communication

This Policy will be included in the induction package provided to all new members of staff.

Associated Documents

Other HLNT policies that may be relevant to implementation of the Policy on Acceptable Use of IT are:

- Computer Usage Jan 09
- Discrimination Policy
- Sexual Harassment Policy
- HLNT Ethical Relationships Guide
- HLNT Privacy Policy

Relevant Legislation

While not an exhaustive list, the following legislation is of particular relevance to the use of HLNT IT facilities:

- [The Commonwealth Privacy Act \(1988\)](#)
- [The Commonwealth Copyright Act \(1968\)](#)
- [The Commonwealth Crimes Act \(1914\)](#)
- [The Commonwealth Criminal Code Act \(1995\)](#)
- [The Commonwealth Cybercrime Act \(2001\)](#)
- [The Commonwealth Spam Act \(2003\)](#)

I, _____ have read and agree to the HLNT Computer, Internet and Email Policy.

_____/ /
(Signature)

(This signed copy will be maintained on your personal file)

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