## 4.3 Information and Communication Technology Policy

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| **Version:** 001 |
| **Date approved:** |
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| **Authority to amend: Board** |
| **Related documents**  *Associations Incorporation Act 2015*  *ACNC Governance Standards* |

ABCD provides Information and Communication Technology (ICT) equipment for staff and volunteers use for work related activities. Reasonable personal use may be permitted on-site, if authorised by the Manager.

ABCD computers will run virus control software at all times. All software and information from any external source must be checked for viruses before loading onto ABCD’s computer system. The Manager will ensure that electronic records are backed-up and that the back-up storage device is operational and connected at all times.

### User responsibilities

It is a condition of use of ABCD information and communication technology that staff do not:

* Use ICT to advertise goods or services or for unauthorised commercial activities.
* Use ICT for any illegal activity such as sending chain letters requesting money.
* Download software without the approval ofthe Manager.
* Use ICT to access social media sites unless expressly for work purposes.
* Create or exchange advertisements, solicitations and other unsolicited or bulk email.
* Use online services to access gaming or gambling websites.
* Create, send, store, upload, download, access, use, solicit, publish or link to:
  + offensive, obscene, pornographic or indecent images or material
  + material likely to cause annoyance, inconvenience or distress
  + discriminating or sexually harassing material or messages
  + defamatory or misleading material
  + material that infringes the intellectual property (including copyright)
  + malicious software such as viruses, worms or address-harvesting software.

Users are also responsible for:

* Ensuring individual passwords are secure and not shared with others
* Logging out of computer systems when they have finished using them.
* Only using ABCD email for purposes relating to ABCD duties.

**Telephone**

The organisation will ensure, as far as practicable, that all permanent staff have access to telecommunications equipment during hours of work.

ABCD may provide mobile phones to staff where:

* There is a genuine business need or other benefit to the organisation.
* There is a requirement for the staff member to undertake frequent out-of-office duties, including travel.

All users of ABCD mobile phones are to adhere to the following practices:

* Mobile calls should be limited to those necessary for effective business.
* Calls should be kept brief.
* Reasonable care must be taken to prevent damage, loss or theft.
* The organisation’s mobile phones may not be used for unlawful activities, commercial purposes unrelated to the organisation or for personal gain.

ABCD appreciates that on occasion staff may need to make or receive calls of a personal nature. These should be kept to a minimum and calls made back during break time or after hours on the staff member’s personal telephone, where possible.

### Compliance

Breach of this policy, or unlawful use of electronic communications, will result in disciplinary action. Accessing and storing sexually explicit material will lead to dismissal.

The Manager is responsible for ensuring that staff and volunteers are aware of their obligations under this policy and for monitoring compliance. The Manager may have hard drives, emails or electronic documents examined at any time to ensure compliance.