



Islamic Council of Victoria

ICV Acceptable Use Policy

Policy statement:

Staff and volunteers may use the internet and email access provided by the ICV for:

- Any work and work-related purposes
- Limited personal use (see below)
- More extended personal use under specific circumstances (see below)

Rationale:

The ICV recognises that staff and volunteers need access to email systems and the internet to assist in the efficient and professional delivery of services. The ICV supports the right of staff and volunteers to have access to reasonable personal use of the internet and email communications in the workplace.

Purpose and Objectives:

This policy sets out guidelines for acceptable use of the computer network, including internet and email by employees and volunteers of the ICV. The primary purpose for which access to the internet and email is provided to the ICV staff is to assist them in carrying out the duties.

Application:

This policy applies to all ICV staff and volunteers.

Procedure:

Limited personal use

Limited personal use is permitted where it:

- Is infrequent and brief
- Does not interfere with the duties of the employee or his/her colleagues
- Does not interfere with the operation of [name of organisation]
- Does not compromise the security of the [name of organisation] systems
- Does not impact on the ICV's electronic storage capacity
- Does not decrease the ICV's network performance (e.g. large email attachments can decrease system performance and potentially cause system outages)
- Corresponds to the procedures outlined in any relevant document
- Conforms to the practices for file management and storage outlined in the current Technology Procedures Manual
- Does not incur any additional expense for the ICV
- Does not violate any laws



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- Does not compromise any confidentiality requirements of the ICV

Examples of what would be considered reasonable personal use are:

- Conducting a brief online bank transaction
- Paying a bill
- Sending a brief personal email, similar to making a brief personal phone call

Permitted extended personal use

It is recognised that there may be times when staff and volunteers need to use the internet or email for extended personal use. An example of this could be when a staff member or volunteer needs to use the internet to access a considerable amount of materials related to study they are undertaking. In these situations it is expected that:

- The staff member or volunteer advise and negotiate this use with the Manager
- The time spent on the internet replaces all or part of a staff member's break/s for that day, or that they adjust their timesheet accordingly for that day.

It is not expected that staff and volunteers need to advise or negotiate with the Manager for personal use that would be reasonably considered to be of a limited nature.

Unacceptable use

Staff and volunteers may not use internet or email access (including internal email access) provided by the ICV to:

- Create or exchange messages that are offensive, harassing, obscene or threatening
- Visit web sites containing objectionable (including pornographic) or criminal material
- Exchange any confidential or sensitive information held by the ICV (unless in the authorised course of their duties)
- Create, store or exchange information in violation of copyright laws (including the uploading or downloading of commercial software, games, music or movies)
- Use internet-enabled activities such as gambling, gaming, conducting a business or conducting illegal activities
- Create or exchange advertisements, solicitations, chain letters and other unsolicited or bulk email.

Staff may not use the computers to play games in work time.

Key words

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Policy Title:	Acceptable Use Policy	
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Responsible: General Manager		