



## POLICY - INTERNET, EMAIL AND SOCIAL MEDIA USE

(Version 5 )

<b>Policy Title:</b>	<b>Internet, Email and Social Media Use</b>
<b>Policy Type:</b>	<b>Constitutional Policy</b>
<b>Date:</b>	<b>03/2017 (1) 18/01/2021 (2) 09/02/2022 (3) 24.03.2023 (4) 08/04/2024 (5)</b>

### GOALS

The Bribie Island Community Arts Society Incorporated (BICAS) Policies and Procedures have been developed to support everyone participating at the Bribie Island Community Arts Centre (BICAC), including Board Members, Society members, employees, volunteers, Working Together Group (WTG) participants, contractors, and the public (herein referred to as BICAS/BICAC participants). BICAS is committed to providing a safe, harassment and abuse free environment, providing equal opportunity and an enjoyable and safe Centre for all participants.

The BICAS Policy – Internet, Email & Social Media Use (herein the Policy) provides guidance for the appropriate use of BICAS/BICAC Internet, email and social media.

#### The policy shows:

- our commitment to health and safety within the Centre, and to reducing the risks to the health and safety of all BICAS/BICAC participants;
- our commitment to complying with the requirements of the *(Qld) Work Health and Safety Act 2011 and Work Health and Safety Regulations 2011*; and,
- that BICAS/BICAC participants are accountable for all resources that they use in the course of their participation within BICAS/BICAC;
- how BICAS will ensure the appropriate use of resources, namely the internet, email, and social media; and,
- how BICAS will deal with anyone found to have breached the Policy.

**The policy applies to everyone participating in BICAS/BICAC activities**

### INTRODUCTION

The purpose of the Policy is to provide a clear understanding of the appropriate use and access of the Internet, Email and social media while participating at BICAS/BICAC. The Policy places an obligation on all BICAS/BICAC participants to take responsibility for their own conduct. To achieve this, copies of the Policy will be provided to all BICAS/BICAC participants. Participants are required to familiarise themselves with its contents and provide signed acknowledgement of receipt and understanding of the Policy to BICAS.

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## **APPLICATION OF THE POLICY**

The Policy applies to all BICAS/BICAC participants. In applying the Policy, you are to consider both its 'spirit' and 'content'. If you are in any doubt as to the meaning of the Policy or its application in any given situation, you should seek advice from the BICAS Board.

As a BICAS/BICAC participant, you have a responsibility to conduct yourself in a manner that will not undermine public and member confidence in the integrity of BICAS.

The BICAS Board is responsible for taking the appropriate action where a BICAS/BICAC participant breaches the Policy.

## **INTERNET ACCESS**

Internet access is provided strictly for BICAS business purposes only. Access is not automatically available to everyone in the organisation. Inappropriate use of the Internet may result in embarrassment to BICAS and to individuals.

Access to pornographic and other sexually explicit sites is strictly prohibited and will result in immediate penalties, including banning from any further participation at BICAS/BICAC; for employees this will result in immediate dismissal; and, the appropriate authorities will be notified.

## **DOWNLOADING SOFTWARE**

Executable files must not be downloaded from the Internet without permission as they may contain viruses that could infect the BICAS network. Should downloading from the Internet be for legitimate BICAS/BICAC business purposes, permission to do so should be sought from the Venue Manager.

## **EMAIL USE**

While Email is a powerful communication tool it should not be used as a substitute for personal telephone calls. As with Internet usage, Email should be used for legitimate BICAS/BICAC business purposes only.

Emails sent and replied to during the course of legitimate BICAS/BICAC business purposes must be done in a manner that is respectful and consistent with the appropriate BICAS Policies and Procedures.

## **COMPUTING FACILITIES**

All employees and volunteers who have approval to use the BICAS computing equipment, software and network must make use of these facilities in a manner consistent with the appropriate BICAS Policies and Procedures, and applicable State and Federal laws.

Activities that interfere with the ability of other users to make effective use of computing and network resources are prohibited.

All software must be licensed to BICAS and the terms of the licensed agreement must be strictly adhered to.



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## **INFORMATION PRIVACY**

Information privacy legislation protects against the misuse of personal information and all BICAC participants using BICAS computing equipment, software and the BICAS network have an obligation to:

- ensure the lawful collection and handling of personal information and data; and,
- maintain in confidence all information, documents and data concerning the business of BICAS, which is not generally available to the public.

In addition, they will:

- ensure that any official information is stored securely, and limit access only to those persons requiring it for legitimate purposes; and,
- not disclose or use confidential or privileged information to further personal interests.

## **WHERE TO FROM HERE?**

If, after reading the Policy you are unsure about your obligation in general or in relation to a specific situation, you should discuss this initially with the Venue Manager.

If you have concerns about approaching the Venue Manager you should make direct contact with a BICAS Board member or by writing to the Board Secretary who will pass this information onto the Board. The Board will be able to provide you with guidance and advice on the appropriate steps to follow to resolve your concerns.

## **COMMUNICATING THE POLICY**

The Policy shall be available on BICAS premises.

All BICAS/BICAC participants and others affected by our business or undertakings will be provided with a copy on commencement and have an opportunity to discuss the Policy at an Induction Training.


## **REVIEW**

The Policy will be reviewed annually during the BICAS Work Health and Safety Audit Program, through consultation with Board Members, employees, members and volunteers, or when legislative requirements change, or in the event of breach of the Policy.

## **VARIATIONS**

BICAS reserves the right to vary, replace or terminate this policy.

**POLICY VERSION AND REVISION INFORMATION**

<b>Policy Authorised by:</b> <b>Title:</b>	Robert Hamilton BICAS CHAIRPERSON	<b>Original issue:</b>	/03/2017
<b>Policy Authorised by:</b> <b>Title:</b>	Carolyn Wheeler BICAS CHAIRPERSON	<b>Version 4:</b> <b>Review Date:</b>	24/03/2023 24/03/2024
<b>Policy Maintained by:</b> <b>Title:</b>	Julie Thomson VENUE MANAGER	<b>Version 4:</b>	24/03/2024
<b>Policy Authorised by:</b> <b>Title:</b>	 Carolyn Wheeler BICAS CHAIRPERSON	<b>Version 5:</b> <b>Approved by Board:</b> <b>Review Date:</b>	24/03/2023 08/04/2024 08/04/2025
<b>Policy Maintained by:</b> <b>Title:</b>	Julie Thomson VENUE MANAGER	<b>Version 5:</b>	08/04/2024

**BICAS POLICY – INTERNET, EMAIL AND SOCIAL MEDIA USE**

I, (Employee, Volunteer, etc., – *please print*)

....., have read, understand, and agree to abide by the Bribie Island Community Arts Society Inc.'s (BICAS) Policy – Internet, Email and Social Media Use and I understand that such adherence is a condition of my employment, volunteer work, contract work, and/or any other participation in BICAS/BICAC activities. I understand that a violation of the BICAS Policy – Internet, Email, and Social Media Use may be grounds for termination from BICAS/BICAC participation; as a volunteer; or in the case of an employee, immediate dismissal for just cause without notice or pay in lieu of notice.

Signed this ..... day of ....., 20.....

**BICAS/BICAC PARTICIPANT ACKNOWLEDGEMENT**

I acknowledge:

- that I have read a copy of the BICAS Policy – Internet, Email and Social Media Use;
- that I should comply with the Policy; and
- that there may be disciplinary consequences if I fail to comply

Your Name:

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*Please Print*

Signed:

\_\_\_\_\_

Date:

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