



ADMINISTRATION POLICY AND GUIDELINES

SUBJECT	INTERNET & E-MAIL USAGE
CHAPTER	1. – CORPORATE ADMINISTRATION
REFERENCE NO.	
RELEASE NO.	2004/02
AUTHOR	CHIEF EXECUTIVE OFFICER
	Approved by Corporate Management Group Date: 19 December 2003

Purpose

To ensure staff are informed of and aware of Internet and E-mail usage policies on Administration computer systems.

APG Statement

1. Internet access is provided for business, information and learning needs of the Administration's staff. These facilities are to be used in a responsible, ethical, and legal manner at all times.
2. Access to the Internet shall be on the basis of work needs with approval by the relevant Director or Manager.
3. The e-mail system is part of the Administration's computer network and all the information processed, transmitted or stored in the system is the property of the Administration.
4. Unacceptable use of the Internet and e-mail facility will lead to appropriate disciplinary action. Some examples of unacceptable uses are:
 - a. Violating the privacy or rights of other users;
 - b. Using these services for any commercial or private purposes (including downloading screen-savers, software, upgrades etc.);
 - c. Downloading of software for installing or upgrading your Administration PC or others that you have access to. Note all software installations and upgrades should be performed by the IT section.
 - d. Sending or forwarding jokes and other trivia. If an employee receives a joke or other trivial material he/she should reply requesting the originator not to send any further such material – a copy of this reply must be placed on file.
 - e. Breaching copyright law or other intellectual or industrial rights;
 - f. Using these services for any illegal activity or for gambling;
 - g. Accessing and/or sending material that is sexually explicit, racist, obscene, hateful or other material generally considered to be objectionable;
 - h. Using these services to harass staff. This includes, among other things, threats or insults, displaying of sexually offensive or degrading/insulting material;
 - i. Introduction of any damaging computer codes or virus;
 - j. Revealing or publicising any confidential information.

5. Users of electronic mail must be aware that electronic mail is subject to the full range of laws applying to other communications, including copyright, breach of confidence, defamation, privacy, contempt of court, harassment and applicable criminal laws
6. User's individual mailboxes are stored in the work area of the individual user. Users should delete messages from their Inbox and sent folders regularly with particular attention to messages over six months old and messages with attachments.
7. The user is responsible for protection of his/her password at all times.
8. The Administration logs the use of its computer resources. Our regular back-ups include a record of all access including messages, enquiries and sites visited.
9. The Administration reserves the right to limit the size of individual electronic mail sent and received to preserve the efficiency of the system. Users should therefore be aware of the size of all documents and files before sending by e-mail. In Word the size is under File/Properties/General. For files above 1mb, consideration should be given to conversion of files into more acceptable sizes.
10. All Internet sessions will be tracked by and an audit log of sites visited and data downloaded will be maintained and may be monitored.
11. E-mail messages concerning The Administration's business are official Administration records and must be kept in accordance with record-keeping procedures. Staff sending and receiving e-mail are responsible for making sure that these messages are documented in our Records system.
12. E-mail messages, which become the Administration records, must be retained in accordance with Record-keeping procedures.
13. If an employee receives an e-mail containing official Administration business via their individual staff address, it should be immediately forwarded to the Records Manager to be printed, registered and placed on the appropriate file.
14. Each employee is encouraged to access their e-mail at least once per day, promptly delete any unwanted e-mail or return them to the sender.
15. All outgoing e-mails will have the following disclosure clauses attached.

IMPORTANT NOTICE REGARDING CONTENT

The views expressed in this e-mail are not necessarily those of the Administration unless otherwise stated.
The Administration does not warrant that this message is free from viruses or any other defect or error.

IMPORTANT NOTICE REGARDING CONFIDENTIALITY

This electronic message is intended only for the addressee and may contain confidential information. If you are not the addressee, any transmission, distribution or photocopying of this e-mail is strictly prohibited. The confidentiality attached to this e-mail is not waived, lost or destroyed by reasons of a mistaken delivery to you. The information contained in this e-mail transmission may also be subject to Freedom of Information legislation. If you have received this e-mail in error, please contact the author of the message, as soon as practicable.

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16. Access to the Internet and e-mail systems is subject to the staff member acknowledging that he/she has read and understood these guidelines and has completed and signed a written document to that effect.
17. This written authority will be placed on the individual employee's personnel file.
18. All data stored on The Administration computer equipment and transmissions made utilising The Administration computer equipment may be accessed (with the written approval of the Chief Executive Officer) without reference to the user.



ADMINISTRATION OF NORFOLK ISLAND

Form of acknowledgment by employee regarding Internet and Email usage

I confirm that I have read and understood the Chief Executive Officers Policy relating to Internet and e-mail use.

Signature:

(Name)

Date:

Section.....

Witness:

(Name)

Date:

Section.....

A copy of this signed acknowledgment form is to be placed on the employee's personnel file.

It is the responsibility of the relevant Director/Manager/Supervisor to ensure that the contents of the Policy is explained to the employee and that the employee fully understands the contents. It is also the responsibility of the relevant Director/Manager/Supervisor to ensure that the signed copy is placed on the employee's personnel file.

Copy to go on employee's file – PERS

Employee's Name: _____