

## **10.1 IT Use Policy**

### **1. Purpose**

The purpose of this policy is to provide the framework of the use of Aldinga Community Centre Information Technology products to ensure they are only used for the purpose they are provided for and are not used for activities that are not in keeping with the Centres standards.

### **2. Responsibilities**

It is the responsibility of the Centre's Board to ensure that this policy is implemented. It is the responsibility of the Centre's Community Development Officer (CDO) to ensure that the procedures are implemented.

### **3. Principles**

To remain competitive, better serve our customers and provide our employees with the best tools to do their jobs, Aldinga Community Centre makes available to our volunteers/students/staff/hirers access to one or more forms of electronic media and services, including computers, e-mail, telephones, voicemail, fax machines, external electronic bulletin boards, wire services, online services, intranet, Internet and the World Wide Web.

Aldinga Community Centre encourages the use of these media and associated services because they can make communication more efficient and effective and because they are valuable sources of information about vendors, customers, technology, and new products and services. However, all volunteers/students/staff/hirers and everyone connected with the Organisation should remember that electronic media and services provided by the Centre are Centre property and their purpose is to facilitate and support centre activities. All computer users have the responsibility to use these resources in a professional, ethical, and lawful manner.

To ensure that all volunteers/students/staff/hirers are responsible, the following policy has been established for using e-mail and the Internet. No policy can lay down rules to cover every possible situation. Instead, it is designed to express Aldinga Community Centre philosophy and set forth general principles when using electronic media and services.

### **4. Definitions**

### **5. Policy**

Use of Information Technology is an important aspect of the Centre's administrative practices as well as being used as a tool for information gathering, research, communication and teaching and therefore needs to be readily accessible to staff and volunteers to undertake their roles within the Centre. However, this use needs to be in line with Centre requirements and the tools to be only used for the purpose of conducting Centre business and is not to be used for any purpose that would bring the Centre into disrepute or for any illegal purpose.

## 6. Approvals

	<b>Policy</b>	<b>Procedure</b>
Approving Authority	Board of Management	Board of Management
Approval Date	21 <sup>st</sup> September 2017	21 <sup>st</sup> September 2017
Next Review Due	September 2018	September 2018