



*BRISBANE SENIORS ONLINE*

*INTERNET USE POLICY*

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## INTERNET USE POLICY

### INTRODUCTION

Brisbane Seniors OnLine (BSOL) makes internet access available to its members at its main office area.

This internet use policy describes the rules governing internet use at BSOL. It also sets out how members are expected to behave when using this internet.

This policy should be read alongside other key policies. The BSOL's data protection and email policies are particularly relevant to staff who use the internet.

### WHY THIS POLICY EXISTS

The internet is a powerful tool that can bring significant benefits to Brisbane Seniors OnLine.

However, it's important every person at the BSOL who uses the internet understands how to use it responsibly, safely and legally.

This internet use policy:

- Reduces the **online security risks** faced by Brisbane Seniors OnLine
- Informs staff of what they **can and can't do** online
- Ensures members **do not view inappropriate content** at the office
- Helps the BSOL **satisfy its legal obligations** regarding internet use

### POLICY SCOPE

This policy applies to all members, contractors and volunteers at Brisbane Seniors OnLine who use the BSOL's internet.

It applies no matter whether that internet access takes place on BSOL premises, or while remotely accessing the office.

It applies to use of the internet on any device that is owned by the BSOL, or that is connected to any BSOL network or systems.

For example, it applies both to a member using the internet at a desk, and to members who connect their own computers, tablets or smart phones to the BSOL wireless network.

### GENERAL INTERNET GUIDELINES

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#### INTERNET USE IS ENCOURAGED

Brisbane Seniors OnLine recognises that the internet is an integral part of doing business. It therefore encourages its members to use the internet whenever such use supports the BSOL's goals and objectives.

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For instance, members may use the internet to:

- Purchase office supplies
- Prepare documents
- Develop material for members
- Perform competitor or market research
- Identify potential suppliers or partners
- Provide teaching tools or self education

There are many valid reasons for using the internet at the office and BSOL certainly allows its members to explore and take advantage of the internet's many advantages.

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## PERSONAL INTERNET USE

The BSOL also recognises that the internet is embedded in many people's daily lives. As such, it allows members to use the internet for personal reasons, with the following stipulations:

- Personal internet use should be of a reasonable level and restricted to appropriate times within the workload.
- All rules described in this policy apply equally to personal internet use. For instance, inappropriate content is always inappropriate, no matter whether it is being accessed for business or personal reasons.
- Personal internet use must not affect the internet service available to other people in the BSOL. For instance, downloading large files could slow access for other members.

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## AUTHORISED MEMBERS

Only members who are authorised to use the internet at Brisbane Seniors OnLine may do so.

Authorisation is usually provided by the BSOL Management Committee or the BSOL ICT Manager. It is typically granted when a new member joins the BSOL and is assigned their membership details for BSOL.

Unauthorised use of the BSOL's internet connection is prohibited.

Members who use the internet without authorisation — or who provide access to unauthorised people — may have action taken against them by the Management Committee.

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## INTERNET SECURITY

Used unwisely, the internet can be a source of security problems that can do significant damage to the BSOL's data and reputation.

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- Members must not knowingly introduce any form of computer virus, Trojan, spyware or other malware into the BSOL.
  - Members must not gain access to websites or systems for which they do not have authorisation, either within the business or outside it.
  - BSOL data should only be uploaded to and shared via approved services. The ICT Manager can advise on appropriate tools for sending and sharing large amounts of data.
  - Members must not steal, use, or disclose someone else's login or password without authorisation.

Members must always consider the security of the BSOL's systems and data when using the internet. If required, help and guidance is available from the President and the BSOL ICT Manager.

## INAPPROPRIATE CONTENT AND USES

There are many sources of inappropriate content and materials available online. It is important for members to understand that viewing or distributing inappropriate content is not acceptable under any circumstances.

Members must not:

- Take part in any activities on BSOL's internet that could bring the BSOL into disrepute.
- Create or transmit material that might be defamatory or incur liability for the BSOL.
- View, download, create or distribute any inappropriate content or material.

Inappropriate content includes: pornography, racial or religious slurs, gender-specific comments, information encouraging criminal skills or terrorism, or materials relating to cults, gambling and illegal drugs.

This definition of inappropriate content or material also covers any text, images or other media that could reasonably offend someone on the basis of race, age, sex, religious or political beliefs, national origin, disability, sexual orientation, or any other characteristic protected by law.

- Use BSOL's internet for any illegal or criminal activities.
- Send offensive or harassing material to others.
- Broadcast unsolicited personal views on social, political, religious or other non-business related matters.
- Send or post messages or material that could damage Brisbane Seniors OnLine's image or reputation.

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## COPYRIGHT

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Brisbane Seniors OnLine respects and operates within copyright laws. Members may not use BSOL's internet to:

- Publish or share any copyrighted software, media or materials owned by third parties, unless permitted by that third party.
- Download illegal copies of music, films, games or other software, whether via filesharing services or other technologies.

Members must not use the BSOL's equipment, software or internet connection to perform any tasks which may involve breach of copyright law.

## POLICY ENFORCEMENT

### MONITORING INTERNET USE

BSOL IT and internet resources — including computers, tablets, smart phones and internet connections — are provided for legitimate BSOL use.

BSOL therefore reserves the right to monitor use of the internet, to examine systems and review the data stored in those systems.

Any such examinations or monitoring will only be carried out by staff authorised by the Management Committee.

Additionally, all internet data written, sent or received through the BSOL's computer systems is part of official Brisbane Seniors OnLine records. The BSOL can be legally compelled to show that information to law enforcement agencies or other parties.

Members should always ensure that the business information sent over or uploaded to the internet is accurate, appropriate, ethical, and legal.

### POTENTIAL SANCTIONS

Knowingly breaching this internet use policy is a serious matter. Members who do so, will be subject to disciplinary action by the Management Committee

Members, contractors and volunteers may also be held personally liable for violating this policy.

Where appropriate, BSOL will involve the police or other law enforcement agencies in relation to breaches of this policy.