

Physical Disability Australia (PDA) Acceptable Use of Electronic Media Policy

Policy Number	3.1	Implementation Date	01/01/2017
Drafted By	Tim Harte	Most Recent Review Date	28/09/2024
Person Responsible	PDA CEO	Next Review Date	28/09/2026

INTRODUCTION

Physical Disability Australia Ltd (PDA) recognises that its Directors, employees and volunteers need access to email systems and the internet to assist in the efficient and professional delivery of services. PDA supports the right of Directors, employees and volunteers to have access to reasonable personal use of the internet and email communications in the workplace.

PURPOSE

This policy sets out guidelines for acceptable use of the computer network, including internet and email, by Directors, employees and volunteers of PDA. Access to internet and email is provided to PDA staff and volunteers for the primary purpose of assisting them in carrying out their assigned duties.

POLICY

Directors, employees and volunteers may use the internet and email access provided by PDA for:

- Any work and work-related purposes; and
- Limited personal use (see Definitions, below).

The PDA Executive may, in its sole discretion, authorise PDA Directors, employees and volunteers to use the organisation's computer equipment, software and online resources to carry out their duties.

The PDA executive may also authorise the inspection of any files or messages to ensure the organisation's policies are being adhered to. Where use of the organisation's equipment, software or online resources requires the use of a password, this should not be taken to imply any right of privacy to the user. The PDA Executive may also recover information that a Director, employee or volunteer has attempted to delete. No such user should assume that such data will be treated as confidential.

Data Protection and Confidentiality

All Directors, employees, and volunteers must ensure that any personal or sensitive information accessed or stored on PDA systems is handled in accordance with relevant privacy laws and internal policies. Passwords must not be shared, and access to sensitive information should be limited to those who need it to perform their duties.

Social Media Use

When using social media platforms, whether for personal or professional purposes, Directors, employees, and volunteers should not post content that could be interpreted as representing the views of PDA without authorisation. Any mention of PDA should be respectful and align with the organisation's values and reputation.

Remote Work and Mobile Device Use

Directors, employees, and volunteers who access PDA systems remotely or use mobile devices for work purposes must ensure that all devices are secured with strong passwords, kept up to

date with security patches, use two-factor authentication where possible, and that any work-related data is stored securely and not on personal cloud services without authorisation.

Incident Reporting

Any breach or suspected breach of this policy, including security incidents or misuse of electronic media, must be reported immediately to the PDA Executive. The Executive will investigate the incident and take appropriate action in line with PDA's disciplinary procedures.

Monitoring and Compliance

PDA reserves the right to monitor internet and email usage to ensure compliance with this policy. Monitoring will be conducted in a manner consistent with applicable laws and regulations. Any non-compliance may result in disciplinary action, up to and including termination of employment or volunteer status.

Training and Awareness

Where appropriate, PDA will provide regular training and updates to all Directors, employees, and volunteers on the acceptable use of electronic media and the importance of adhering to this policy. It is the responsibility of each individual to attend these sessions and remain informed of any changes to the policy.

DEFINITIONS

Access to electronic data

Access to electronic data means access to any and all information held electronically on PDA resources, including computer files, email messages, text messages and voicemail messages.

Electronic Media

Electronic media includes all electronic devices and software provided or supported by PDA, including, but not limited to, computers, electronic tablets, peripheral equipment such as printers, copiers and data projectors, computer software applications (including software that grants access to the internet or email) and telephones, including mobile phones, smartphones and voicemail systems.

Limited personal use

Limited personal use of computer, internet and email facilities provided by the organisation is permitted where it:

- Is infrequent and brief;
- Does not interfere with the duties of the Director, employee, volunteer or their colleagues;
- Does not interfere with the operation of PDA;
- Does not compromise the security of PDA or of its systems;
- Does not compromise the reputation or public image of PDA;
- Does not impact on the electronic storage capacity of PDA;
- Does not decrease network performance (e.g. large email attachments can decrease system performance and potentially cause system outages);
- Incurs no additional expense for PDA;
- Violates no laws;
- Does not compromise any of the confidentiality requirements of PDA; and
- Does not fall under any of the "unacceptable use" clauses outlined below.

Examples of what would be considered reasonable personal use are:

- Conducting a brief online banking transaction, or paying a bill; and
- Sending a brief personal email, similar to making a brief personal phone call.

Unacceptable use

Staff may not use internet or email access (including internal email access) provided by PDA to:

- Create or exchange messages that are offensive, harassing, obscene or threatening;
- Visit websites containing objectionable (including pornographic) or criminal material;
- Exchange any confidential or sensitive information held by PDA (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);
- Undertake internet-enabled activities that are counter to the interests of PDA such as gambling, gaming, conducting a business or conducting illegal activities; or
- Create or exchange advertisements, solicitations, chain letters or other unsolicited or bulk email.

RESPONSIBILITIES

It is the responsibility of the PDA Executive to ensure that:

- employees and volunteers are aware of this policy;
- any breaches of this policy coming to their attention are dealt with appropriately.

It is the responsibility of all employees and volunteers to ensure that their use of electronic media conforms to this policy.

PROCESS

This policy shall be included in the induction package provided to new Directors, employees and volunteers.

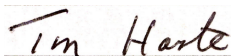
A copy of this policy shall be available for reference in Board meetings.

Any point in dispute in this policy shall be resolved by the President.

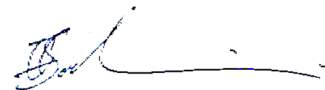
RELATED DOCUMENTS

- Code of Conduct

AUTHORISATION



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28 September 2024
Physical Disability Australia



Andrew Fairbairn
Interim Executive Officer
28 September 2024
Physical Disability Australia