



POLICY

Drafted by	J. Briscoe	Approved by Board on	June 2018
Date Drafted	June 2018	Scheduled review date	June 2021

Internet and Computer Use

Purpose

To outline Valley FM's (VFM) requirements and management of VFM internet and computers.

Policy

All member presenters have a responsibility to ensure correct usage of all web-based services whilst at the Station and whilst using VFM computers. Members could face disciplinary measures for misuse or inappropriate use of said equipment.

The email and internet services are provided for business use only and must not be used for private purposes. Internet search facilities must only be used for research or data gathering purposes for program purposes.

VFM has a ZERO tolerance policy in relation to members accessing images or documents considered either inappropriate or of an offensive nature (e.g. pornography) therefore viewing or downloading such information will result in disciplinary action or dismissal.

Computer based games and messengers must not be downloaded or stored on computers.

Email access is used solely for the purpose of conducting VFM corporate business activities therefore access to the email system is delegated to VFM Board members and can only be accessed in the VFM Office. Computer password and access codes to email, website and the office computer are managed solely by the office administrator.

Valley FM Compliance Obligations

The Board is responsible for the development, implementation, operation and review of this policy. Compliance with the policy is also the responsibility of all Board Members.

Legislation Framework

N/A

References

N/A