



Policy on use of computers and network

Access level: Public access

Approved by Management Committee 8 August 2019

Version	Author	Date	Action/Notes
1	BW	Aug 2018	First draft based on AMSA model

1. General provisions

- 1.1. The Katoomba Men's Shed provides computer infrastructure and Internet access to support Shed programs, activities and administration. The Management Committee has a responsibility to ensure that the facilities are used appropriately. This policy provides guidance as to the expected behaviour of Shed members and visitors when using the information technology and communications infrastructure at the Shed.
- 1.2. Members and visitors are permitted to use the computer facilities only on the basis that they agree to abide by this policy.
- 1.3. Members are permitted to bring their own devices to the Shed and connect to the Shed network. Usage while connected to the Shed computer networks is subject to the usage conditions outlined below.
- 1.4. The Management Committee may from time-to-time reserve all or part of the computer resources for approved Shed activities.

2. Shed computer usage conditions

- 2.1. General responsible use
 - 2.1.1. Switch off computers after use.
 - 2.1.2. Do not make changes to the computers or network without authorisation (see authorisation below). This includes changing how things are plugged in.
 - 2.1.3. Printing or photocopying for personal use is subject to nominated copy fee.
- 2.2. The following usage is prohibited at the Shed:
 - 2.2.1. Viewing or downloading inappropriate material, including pornography and any form extremist material.
 - 2.2.2. Gaining or attempting to gain administrator access to a Shed computer without authorisation (see authorisation below).
 - 2.2.3. Installing any software on a Shed device without authorisation (see authorisation below).

- 2.2.4. Using Shed computers and networks to regularly conduct a private commercial business or other activity for personal profit. (Occasional use, such as in an emergency is permitted).
- 2.2.5. Using Shed computers or networks to harass intimidate or bully another person.
- 2.2.6. Using Shed computers or networks to intentionally breach copyright by pirating software, documents, videos or photographs.
- 2.2.7. Accessing another person's documents, emails or other information without their permission.
- 2.2.8. Using Shed computers and networks for any purpose that would violate any State, Commonwealth or International laws.
- 2.2.9. Using Shed computers for the purposes of hacking or damaging any computer system, website etc.
- 2.2.10. Accessing or possessing child pornography (whether or not using Shed resources).

Any breach of these conditions will result in immediate removal of usage privileges and the matter will be referred to the Management Committee. In the case of a member, the Management Committee may instigate disciplinary action as defined in the constitution, including terminating membership. Any illegal activity, suspected hacking or child pornography will be referred to the Police.

- 2.3. Authorisation (where mentioned above) should be obtained from the computer administrator appointed by the Management Committee. If urgent authorisation is needed and the administrator is not available the President, Vice President, Secretary or Public Officer may also give authorisation.

3. Use of Shed email accounts and email lists

Shed email accounts and mailing lists are maintained solely for the purpose of managing Shed business.

- 3.1. Unless authorised by the Management Committee, do not use Shed email accounts to do any of the following:
 - send private messages;
 - harass, denigrate or defame another person or organisation;
 - distribute or redistribute jokes, sexually explicit, suggestive or other material that is likely to disturb or offend other people;
 - distribute information that could reasonably be regarded as misleading and represents a conflict of interest with the Shed;
 - use a Shed email address to subscribe to external accounts or services for any purpose other than Shed business.
- 3.2. The Management Committee may authorise certain members to distribute messages through one of the established email address lists. Such authorised members must:
 - only use the email lists for business related to the Shed and its programs and activities;
 - keep confidential any private email addresses contained within the lists;