

Acceptable Use of Equipment Policy

Policy number	P74	Version	4
Approved by Board on	15 August 2024	Scheduled review date	Aug 2029

1. Purpose

To clarify the use of the National Institute of Organisation Dynamics Australia (NIODA)'s equipment, the reimbursement of use of personal equipment for NIODA business, and the guidelines for the acceptable use of the computer network, including internet and email.

2. Scope

This policy relates to all staff, board and committee members, supervisors, candidates, students and alumni at NIODA.

3. Policy Statement

NIODA recognises that access to the online platform (eg Google for Education, Zoom) is required for the efficient and professional delivery and supply of services. All users of NIODA's platforms must be vigilant in following security protocols to avoid data breaches and cyber attacks. NIODA supports the right to reasonable personal use of the online platforms. The online platforms access provided by NIODA may be used for:

- any work and study purposes
- limited personal use (for details see 'Processes' below)

This policy also sets out guidelines for the acceptable personal use of NIODA equipment and reimbursement for use of personal equipment for NIODA business by employees of NIODA. This includes, but is not limited to:

- laptop computers
- technological accessories (eg printers, screens, keypads etc.)
- other NIODA supplied / reimbursed products.

4. Responsibilities

It is the responsibility of the CEO to ensure that:

- all those with access to the online platforms and technological equipment are aware of this policy
- any breaches of this policy coming to the attention of management are dealt with appropriately

It is the responsibility of all staff, students, candidates, board and committee members to ensure that their usage of NIODA equipment conforms to this policy.

5. Processes

5.1. Mobile phones, internet access and electricity usage

Continuing staff members are reimbursed for business use of a personal mobile phone, internet

connection access and electricity usage. Reimbursement is incorporated in utility costs.

5.2. Computers, Printers and Technology accessories

Continuing staff members, whose duties necessitate the use of a laptop computer and technological accessories, are assigned this equipment. The arrangement is terminated at the time a continuing staff member leaves the organisation.

5.3. Limited personal use

Limited personal use of computer and online platform facilities provided by the organisation is permitted where it:

- is infrequent and brief
- does not interfere with NIODA operations
- does not compromise the security of the NIODA systems
- does not impact on NIODA's electronic storage capacity
- does not decrease network performance (e.g. large email attachments can decrease system performance and potentially cause system outages)
- incurs no additional expense for NIODA
- violates no laws
- compromises none of the confidentiality requirements of NIODA
- 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 bank transaction, or paying a bill
- a personal zoom meeting held outside of hours
- sending a brief personal email, similar to making a brief personal phone call.

5.4 Unacceptable use

The online platforms and equipment provided by NIODA may not be used to:

- create or exchange messages that are offensive, harassing, obscene or threatening
- access materials that contain viruses, spyware, ransomware, trojan horses, and keystroke loggers that may create a cyber security breach
- visit websites containing objectionable (including pornographic) or criminal material
- exchange any confidential or sensitive information held by NIODA (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)
- use internet-enabled activities such as gambling, gaming, conducting a business or conducting illegal activities
- create or exchange advertisements, solicitations, chain letters and other unsolicited or bulk email.

6. Grievances

Grievances related to acceptable use of equipment should be taken up as per the NIODA *Grievance Policy*. The *Grievance Policy* is published on the NIODA website www.nioda.org.au/policies

7. **Related Documents**

Code of Conduct Policy

Privacy Policy

Online Safety Policy

Grievance Policy