



## PERTH DIOCESAN TRUSTEES POLICY 1.1

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### PDT ICT NETWORK USE

Approved by the Perth Diocesan Trustees

16 May 2019

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#### 1. Preamble

- 1.1 The Perth Diocesan Trustees (PDT) is the owner of the Information and Communication Technology (ICT) Network utilised in the Anglican Diocese of Perth.

#### 2. Scope

- 2.1 This policy applies to all individuals making use of the PDT's ICT Network.



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### 3. Policy

#### 3.1 Application

- 3.1.1 All those granted access to the ICT Network are required to read, understand and abide by this policy, and sign [Form 4A - ICT Network Use Agreement](#), before being granted access to the network.

#### 3.2 Monitoring

- 3.2.1 From time-to-time, the contents and usage of electronic documents may be examined by the PDT, or by a third party on the PDT's behalf. This will include electronic communications, which are sent to you or by you.
- 3.2.2 Emails should be structured in recognition of the fact that the PDT may from time to time have the need to examine its contents.
- 3.2.3 The PDT computer network is a business tool to be used primarily for business, or pastoral purposes. You therefore have a responsibility to use these resources in an appropriate, professional and lawful manner.
- 3.2.4 All messages on the PDT ICT Network will be treated as pastoral or business-related messages, which may be monitored. Accordingly, you should not expect that any information or document transmitted or stored on the PDT computer network will be private.
- 3.2.5 The PDT can monitor your use of the Internet during working hours or when accessing the PDT internet remotely. This includes the sites and content that you visit and the length of time you spend on these sites.
- 3.2.6 Emails may be archived by the PDT, as it considers appropriate.
- 3.2.7 Users login sessions may be "shadowed" or monitored without notice by administrators for the purposes of support and/or auditing of use.

#### 3.3 Personal Use

- 3.3.1 You are permitted to use the Internet for limited reasonable personal use and to use Email facilities to send and receive personal messages, provided that such use is kept to a minimum and does not interfere with the performance of your work duties.
- 3.3.2 Users should bear in mind that any use of the Internet or Email for personal purposes will be subject to the same conditions described in the policy.
- 3.3.3 In the case of shared IT facilities, you are expected to respect the needs of your colleagues and use the Internet and Email in a timely and efficient manner.
- 3.3.4 Excessive or inappropriate use of Email or Internet facilities for personal reasons during work hours may lead to disciplinary action.
- 3.3.5 You must not use PDT ICT Network for non-work-related commercial purposes, monetary gain, political lobbying, or unauthorised advertising or promotion.



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- 3.3.6 Personal data (that is non-discriminatory, non-derogatory and of such a nature that will not place the PDT in an indefensible position) may be stored on a PDT issued device, however individuals are responsible for backing up this information and the PDT accepts no responsibility for loss of personal data.
- 3.3.7 The storage of individual personal data on a PDT device must not impede the operation of the device in any manner, and the personal data must not be illegal, offensive, or in conflict with any policy issued by the PDT or value espoused by the PDT.

### 3.4 Content

- 3.4.1 Electronic documents should be treated in the same way as any other correspondence, such as a letter. That is, as a permanent written record which may be read by persons other than the addressee, and which could result in either an individual being held personally liable, or the PDT being held vicariously liable or directly liable.
- 3.4.2 You and/or the PDT may be liable for the content of an Email message. Email is neither private nor secret. It may be easily copied, forwarded, saved, intercepted, archived and may be subject to discovery in litigation. The audience of an inappropriate comment in an Email may be unexpected and extremely widespread.
- 3.4.3 You must not use the Internet or electronic documents for the following purposes:
- To send or receive obscene or pornographic material.
  - To abuse, vilify, defame, harass or discriminate (by virtue of sex, race, religion, national origin or other).
  - To undermine the reputation of the PDT in a manner that may cause embarrassment to the PDT and / or yourself.
  - To spam or mass mail, or to send or receive chain mail.
  - To infringe the copyright or other intellectual property rights of another person.
  - To perform any other unlawful or inappropriate act.
- 3.4.4 Email content that may seem harmless to you may in fact be highly offensive to someone else. You should be aware, therefore, that in determining whether:
- an Email falls within any of the categories listed above,
  - is not in keeping with the PDT's core values,
  - or is generally inappropriate
- 3.4.5 The PDT will consider the response and sensitivities of the recipient of an Email rather than the intention of the sender.
- 3.4.6 If you receive inappropriate material by email, you should delete it immediately and not forward it to anyone else. It would be appropriate for you to discourage the sender from sending further materials of that nature.
- 3.4.7 Comments that are not appropriate in the workplace or PDT environment will also be inappropriate when sent by email. Email messages can be easily misconstrued. Accordingly, words and attached documents should be carefully chosen and expressed in a clear and professional manner.



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- 3.4.8 You should be aware that use of the PDT's computer network in a manner inconsistent with this policy or in any other inappropriate manner, including but not limited to use for the purposes referred to under Content - point 3 of this policy, may give rise to disciplinary action.

### 3.5 Privacy

- 3.5.1 While carrying out your duties on behalf of the PDT, you may have access to, or handle personal information relating to others, including parishioners, colleagues, contractors and suppliers. Email should not be used to disclose personal information of another except in accordance with the PDT's policy.
- 3.5.2 The Privacy Act requires both you and the PDT to take reasonable steps to protect the personal information that is held from misuse and unauthorised access. It is stressed therefore that you take responsibility for the security of your personal computer and not allow it to be used by an unauthorised party, which specifically includes anyone who is not authorised to access the PDT ICT Network.
- 3.5.3 You will be assigned a login code, and you will also select a password to use the PDT's electronic communications facilities. You should ensure that these details are not disclosed to anyone else. It is suggested that you take steps to keep these details secure. For example, you should change your password regularly and ensure that your login code and password are not kept in writing close to your working area.
- 3.5.4 You are encouraged to either lock your screen or logout when you leave your desk. This will avoid others gaining unauthorised access to your personal information, the personal information of others and / or confidential information relating to the PDT.
- 3.5.5 To comply with the PDT's obligations under the Privacy Act, you are encouraged to use the blind copy option when sending Emails to multiple recipients where disclosure of those persons' Email addresses will impinge upon their privacy.
- 3.5.6 In addition to the above, you should familiarise yourself with the Privacy Act and the Australian Privacy Principles and ensure that your use of email does not breach the Privacy Act or the Australian Privacy Principles. Refer to the Privacy Policy for more information.

### 3.6 Distribution and Copyright

- 3.6.1 When distributing information over the PDT's ICT Network or to third parties outside the PDT, you must ensure that you and the PDT have the right to do so, and that you are not violating the intellectual property rights of any third party.
- 3.6.2 If you are unsure of whether you have sufficient authorisation to distribute the information, we recommend that you clarify with your manager.
- 3.6.3 Copyright law may apply to the information you intend to distribute and must always be observed. The copyright material of third parties (for example, software, database files, documentation, cartoons, articles, graphic files and downloaded information) must not be distributed through Email without specific authorisation to do so.



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#### 3.7 Confidentiality

- 3.7.1 There is a possibility that outgoing Emails sent over the Internet may arrive scrambled or truncated, may be delayed, may not arrive at all, or may be sent to the wrong address. Where outgoing Email is important or urgent, you should verify that the recipient has received the Email in its entirety.
- 3.7.2 You must ensure that all Emails that are sent from your Email address contain the PDT's standard disclaimer message, which will read as follows or similar wording as adapted from time to time by the PDT:

##### *Disclaimer*

*This e-mail is private and confidential. If you are not the intended recipient, please advise us by return e-mail immediately and delete the e-mail and any attachments without using or disclosing the contents in any way. The views expressed in this e-mail are those of the author, and do not represent those of the Anglican Diocese of Perth unless this is clearly indicated. You should scan this e-mail and any attachments for viruses. The Anglican Diocese of Perth accepts no liability for any direct or indirect damage or loss resulting from the use of any attachments to this e-mail.*

Note: This message, or a similar one, will be set to appear automatically on each outgoing email. Please contact the relevant IT support person at the PDT if this feature is not working.

- 3.7.3 There is a risk of false attribution of email. Software is widely available by which Email messages may be edited or 'doctored' to reflect an erroneous message or sender name. The recipient may therefore be unaware that he or she is communicating with an impostor. Accordingly, you should maintain a reasonable degree of caution regarding the identity of the sender of incoming Emails. You should verify the identity of the sender by other means if you have concerns.
- 3.7.4 Please delete old or unnecessary Email messages and archive only those Email messages you need to keep. Retention of messages takes up large amounts of storage space on the network server and can slow down performance. You should maintain as few messages as possible in your in-box and your out-box. If there are items in your Email, which you require later, please ensure that these are saved in your network directory, so they are captured in the backups which are made by the PDT.

#### 3.8 Viruses

- 3.8.1 All external files and attachments must be virus checked using scanning software before they are accessed. The internet is a potential host for computer viruses. The downloading of infected information from the internet is potentially fatal to the PDT's ICT Network.
- 3.8.2 A document attached to an incoming email may have an embedded virus.
- 3.8.3 Virus checking is carried out automatically through the Anti-Virus software installed on the network server. This does not guarantee virus free Emails. If you are concerned about an Email attachment or believe that it has not been automatically scanned for viruses, please do not open the attachment; you should contact the relevant IT support person at the PDT.



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#### 3.9 Absence

- 3.9.1 In cases where you are likely to be absent from the workplace for any period, you should plan for your Emails to be accessible by the PDT or ensure that an “out of office reply” is automatically set. This automatic reply will alert those trying to contact you that you are away from work and that important queries should be directed to a nominated colleague. If you require assistance in installing this feature, please contact the relevant IT support person at the PDT.

#### 3.10 Social Media

- 3.10.1 Social media channels covered by this policy include, but are not limited to:
- Social networking sites: e.g., Facebook, Instagram, Google, LinkedIn;
  - Video and photo sharing websites: e.g., YouTube;
  - Internet telephony technologies: e.g., WhatsApp and chat rooms;
  - Communications technologies: e.g., SMS, MMS and video calling;
  - Micro-blogging sites: e.g., X;
  - Blogs: including corporate blogs and personal blogs, or blogs hosted by traditional media publications;
  - Podcasts: including corporate podcasts and personal podcasts;
  - Forums and discussion boards: e.g., local discussion boards, Whirlpool, Yahoo! Groups or Google Groups;
  - Virtual game worlds;
  - Virtual social worlds;
  - Online encyclopaedias: e.g., Wikipedia; and
  - Any other websites that allow individual users or companies to use simple publishing tools, (together called social media).
- 3.10.2 The use of social media is subject to the general policies concerning use of network as outlined above.
- 3.10.3 Limited and reasonable use of PDT systems to access social media is acceptable provided that the activity is conducted in a responsible and professional manner, does not otherwise violate PDT policies and does not interfere with regular work duties.
- 3.10.4 Access to social media will be subject to normal monitoring to ensure compliance with all aspects of this policy.
- 3.10.5 Content of any social media posts should be consistent with paragraph 3.4.3 above. In addition, criticism or advocacy of political positions or parties would be inappropriate if there is a risk that this is seen as a PDT position.
- 3.10.6 Except for where an individual is authorised to make social media comment on behalf of the PDT (see below “Work Related Social Media”), you must not use PDT branding, disclose PDT or other party’s confidential information or suggest implicitly or explicitly that your activity represents the PDT. For this reason, you should consider whether it is appropriate for social media profiles to identify you in your role.



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- 3.10.7 Use of social media outside the workplace should be mindful of the need to ensure that you are not perceived as representing the PDT, damaging its reputation or disclosing confidential information. In such circumstances, the PDT may take appropriate disciplinary action, even where the activity was undertaken away from the workplace.

### 3.11 Work-Related Social Media

- 3.11.1 Some individual may have a need to engage with social media for work related purposes. This should only be done with the explicit approval of the Diocesan Secretary. Only authorised individuals should undertake such activity.
- 3.11.2 Social media activity undertaken for this purpose should appropriately identify you as representing the PDT. This activity could include PDT branding where appropriate. Prior agreement obtained from the Diocesan Secretary is required.
- 3.11.3 Such activity should comply with the general provisions in paragraph 3.4.3 above and not release PDT or other confidential information.
- 3.11.4 Work Related Social Media Activity should also ensure the following:
- Unless authorised, there should be no comment on the activities or performance of member/s or other/s.
  - The posts do not commit the PDT to a course of action unless authorised.
  - Advocacy or criticism of political parties or positions should be avoided unless part of an agreed advocacy strategy.
  - Personal information must not be published.
  - Photos of children need the written consent of the parent/guardian and are not to include information that can identify them.
- 3.11.5 Social media posts should be professional but also mindful of prevailing norms of social media communication. Overly formal communication may therefore not be appropriate. Consideration will be given to training in this area, either upon request or if operationally required.

### 3.12 Cloud Storage

- 3.12.1 PDT documents should be maintained on PDT information systems including PDT issued mobile devices. To ensure document security, "Personal Cloud Storage" of PDT documents should not be used.

## 4. Policy Updates

- 4.1 This policy may be updated or revised from time to time.

## 5. General

- 5.1 The terms and recommended conduct described in this policy are not intended to be exhaustive, nor do they anticipate every possible use of the PDT's Email and internet server storage facilities.



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You are encouraged to act with caution and consider the underlying principles intended by the policy. If you feel unsure of the appropriate action relating to use of email or the internet, you should contact the Diocesan Operations Manager or Diocesan Secretary.

Forms:

[Form 4A - ICT Network Use Agreement](#)

[Form 4B - Network Access](#)