



## Club Policy – Email & Web Access

August 2013 (v3 - final)

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### Rationale

Most organisations depend heavily on the Internet these days for two main services:

1. Electronic mail (email) to facilitate message exchange between people
2. Web sites for the publication or retrieval of information

The use of these Internet services is generally always positive but there is always the potential for misuse. All stakeholders should be aware of the need to use common courtesy and common sense when using the Internet as a communication medium.

### Definition

"Email" means the use of the Club's email addresses [\[address\]@bulleenboomers.com.au](mailto:[address]@bulleenboomers.com.au) or [\[address\]@melbourneboomers.org.au](mailto:[address]@melbourneboomers.org.au) to send electronic mail. Note that as the Club's email service allows some volunteers to use Club email addresses from their home computer, so this policy covers the use of Club email addresses from any location.

"Web Access" means the browsing of Web sites from personal computers in the Club office.

### Guidelines

1. The use of the Club's Internet services (Email and Web browsing) is provided to users for the purposes of supporting the delivery of quality basketball programs to Club members and the community
2. The Club expects all users of Internet services to use common sense in deciding what is appropriate use of the services – personal use should be kept to a minimum
3. All email sent from Club email addresses is considered the property of the Bulleen Templestowe Basketball Club (including email sent from home computers but using a Club email address)
4. Club email addresses provided to volunteers for the purposes of assisting in the administration of a program are to be used for Club business only
5. All Club stakeholders are expected to treat each other with dignity and respect at all times when using electronic forms of communication
6. Any stakeholder who sends an inappropriate (abusive, derogatory or discriminatory) email message will be subject to disciplinary action
7. The use of expletives in emails is considered abusive language – this includes use of words where letters such as "\*" are substituted but the intended word is obvious
8. Any stakeholder who accesses inappropriate Web sites will be subject to disciplinary action – all users should be aware that accessing sites clearly not compatible with young people (e.g. pornography, gambling or alcohol) will not be condoned

## Evaluation

This policy will be evaluated every 3 years as part of the Club's policy review cycle.

## Adoption

Date reviewed by the Committee of Management (CoM): 26<sup>th</sup> August 2013