

Computer, Email and Internet Policy

Effective date	1 April 2020	Policy owner	Chief Executive
Version	1	Policy Section	Employment and HR
Approved by	NZIST Council	Policy review frequency	Annually
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Purpose

NZIST understands that using technology, equipment and/or systems (“information technology” or “IT”) at work can help to do your job and balance your work and life. But it should not interfere with your work duties or harm NZIST.

The policy sets out what is acceptable use of NZIST’s IT and applies to:

- Wherever and whenever NZIST’s IT is used — on site or away from work.
- During work time and out of work time.
- Work IT, personal IT used at work, or for work and any other IT used for work purposes.

Scope

This policy applies to all employees, council members, secondees, contractors and consultants who use IT.

It should be read in conjunction with the Mobile Device Policy and Communications and Media Policy.

Principles and Expectations

You must use IT responsibly and reasonably. Your use must not interfere with your work duties, harm our business or other people, or be illegal.

This means you cannot:

- Harm NZIST’s business or its reputation.
- Infringe copyrights or the law.
- Cause legal problems for the business, for example defaming someone or making false claims.
- Harass, bully or offend anyone.
- Disclose any confidential information about NZIST’s business, customers, or other private or confidential information except as is lawfully required by your job.
- Risk the security, safety or ability of NZIST’s systems, for example by downloading, streaming or storing music, video or images or by opening suspicious or unexpected attachments except as is lawfully required by your job.

You are also responsible for:

- Any damage or loss resulting from misuse of technology.
- Keeping all work information, for example contact information, files and emails, secure.
- Keeping any work devices safe and secure when they are outside the workplace.

Hardware and Software

You may be issued with NZIST hardware and software to use in the performance of your duties - including PCs, tablets, data sticks, compact discs, digital files and information, operating systems, programs, apps and social media.

You can use NZIST's internet access, including Wi-Fi, if you:

- Use software and hardware NZIST has approved.
- Keep passwords secret and hard to guess.
- Keep NZIST's Wi-Fi user names, access codes and passwords confidential.

You must not view or download material, or visit websites that could be thought offensive, inappropriate or illegal.

You may use NZIST computers and internet connection:

- For reasonable personal use.
- Outside the workplace if you have permission from your manager.

Email

If you use NZIST work email account(s), you must comply with this policy and:

- Only use email accounts you have permission to use.
- Meet New Zealand's anti-spam rules (pursuant to the Unsolicited Electronic Messages Act 2007) when sending emails to numerous addresses, for example marketing messages to customer lists.
- Get permission before you send unsolicited electronic messages to people, e.g. marketing or promotional material.

You can use work email for:

- Work.
- Personal use at work as long as it is at a reasonable level.
- Personal use outside work as long as it is at a reasonable level.

Landline phones and VOIP

You can use NZIST landline phones or VOIP system for reasonable personal use. Reasonable personal use means you may make reasonable local calls.

You must not make calls or texts with additional charges, for example, to 0900 numbers or international calls which are not work-related.

If you make calls or texts that are in breach of this policy, you may be expected to pay for their cost and disciplinary action may be taken.

Social Media

Please refer to NZIST's Social Media Policy for acceptable use of social media, both on behalf of NZIST and personally.

Mobile Devices

NZIST may provide you with a mobile phone and/or tablet for the duration of your engagement with NZIST. Your use of these and other provided devices must meet the rules set out in this policy and the Mobile Device Policy. You cannot use NZIST mobile devices for personal use unless NZIST has agreed to this.

You must not view or download material or visit websites that could be thought offensive, inappropriate or illegal.

You must keep the phone/mobile device safe and secure. It must have a password that is secret and hard to guess.

You may have to pay to replace a device you lost or damaged either on purpose or because you were careless.

You must not let other people use your device unless NZIST has agreed to this. Your mobile is for your use only, except for emergency situations.

You must return the phone or tablet if NZIST asks you to or when you finish your engagement with NZIST. NZIST will keep ownership of the device - and its number if it is a phone - unless NZIST agrees otherwise with you.

If NZIST agrees to you using you a work-owned mobile device for personal use, you must not:

- Make an unreasonable number (or duration) of calls.
- Make international calls.
- Make calls or texts with additional charges for example to 0900 numbers.
- Download or use unreasonable amounts of data.

If you are allowed personal use of a work-owned mobile device and you make calls or texts that are in breach of this policy, you may be expected to pay for their cost and disciplinary action may be taken.

Photos and Videos:

- You may only take photos or videos in the workplace for lawful and work-related purposes.
- If you do wish to take photos or videos in the workplace, for example for Snapchat, Pinterest and Instagram, you must get permission from any people in the photos or videos first.