

ACCEPTABLE USE POLICY



Scope

This policy is an approved policy of the South Australian Little Athletics Association INC. Affiliated members of the association are required to adhere to this policy and are encouraged to adopt this at Centre level for the benefit of all members of the association.

Introduction

The purpose of this policy is to establish acceptable and unacceptable use of electronic devices and network resources at The South Australian Little Athletics Association, (SALAA) in conjunction with its established culture of ethical and lawful behavior, openness, trust, and integrity.

SALAA provides computer devices, networks, and other electronic information systems to meet missions, goals, and initiatives and must manage them responsibly to maintain the confidentiality, integrity, and availability of its information assets. This policy requires the users of information assets to comply with company policies and protects the company against damaging legal issues.

Purpose

All employees, contractors, consultants, temporary and other workers at SALAA, including all personnel affiliated with third parties must adhere to this policy. This policy applies to information assets owned or leased by SALAA, or to devices that connect to a SALAA network or reside at a SALAA site.

Policy Statement

You are responsible for exercising good judgment regarding appropriate use of The South Australian Little Athletics Association's resources in accordance with SALAA policies, standards, and guidelines. SALAA resources may not be used for any unlawful or prohibited purpose.

For security, compliance, and maintenance purposes, the Board of Directors may delegate authority to monitor and audit equipment, systems, and network traffic to appropriate parties. Devices that interfere with other devices or users on the SALAA network may be disconnected. Actively blocking or impeding authorised audit scans is prohibited. Firewalls and other blocking technologies must permit access to the scan sources.

System Accounts

You are responsible for the security of data, accounts, and systems under your control. Keep passwords secure and do not share account or password information with anyone, including other personnel, family, or friends. Providing access to another individual, either deliberately or through failure to secure its access, is a violation of this policy.

You must maintain system-level and user-level passwords in accordance with the Password Policy.

You must ensure through legal or technical means that proprietary information remains within the control of SALAA at all times. Conducting SALAA business that results in the storage of proprietary information on personal or non-SALAA controlled environments, including devices maintained by a third party with whom SALAA does not have a contractual agreement, is prohibited. This specifically prohibits the use of an e-mail account that is not provided by SALAA, or its customer and partners, for company business.

Computing Assets

You are responsible for ensuring the protection of assigned SALAA assets that includes the use of computer cable locks and other security devices. Laptops left at SALAA overnight must be properly secured or placed in a locked drawer or cabinet. Promptly report any theft of assets to the SALAA Executive Officer.

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All PCs, PDAs, laptops, and workstations must be secured with a password-protected screensaver with the automatic activation feature set to 10 minutes or less. You must lock the screen or log off when the device is unattended.

Only authorised devices may be connected to the SALAA network. Personal devices, including storage devices, may only be connected to the SALAA network when approved by the Chief Executive Officer. Approved storage devices will be subject to a virus scan before they may be used.

Do not interfere with corporate device management or security system software, including, but not limited to, antivirus, antimalware, automatic updates and backup.

Network Use

You are responsible for the security and appropriate use of SALAA network resources under your control. Using SALAA resources for the following is strictly prohibited:

Causing a security breach to either SALAA or other network resources, including, but not limited to, accessing data, servers, or accounts to which you are not authorized; circumventing user authentication on any device; or sniffing network traffic.

Electronic Communications

The following are strictly prohibited:

Inappropriate use of communication vehicles and equipment, including, but not limited to, supporting illegal activities, and procuring or transmitting material that violates SALAA policies against harassment or the safeguarding of confidential or proprietary information.

Sending Spam via e-mail, text messages, pages, instant messages, voice mail, or other forms of electronic communication.

Forging, misrepresenting, obscuring, suppressing, or replacing a user identity on any electronic communication to mislead the recipient about the sender.

Posting the same or similar non-business-related messages to large numbers of Usenet newsgroups (newsgroup spam).

Use of a SALAA e-mail or IP address to engage in conduct that violates SALAA policies or guidelines. Posting to a public newsgroup, bulletin board, or listserv with a SALAA e-mail or IP address that represents SALAA to the public. Therefore, you must exercise good judgment to avoid misrepresenting or exceeding your authority in representing the opinion of the company.

Enforcement

An employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment. A violation of this policy by a temporary worker, contractor or vendor may result in the termination of their contract or assignment with SALAA.

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Authorisation

<Signature of the Chief Executive Officer> _____

<Date of approval by the Board> _____

For Further information on this document, please contact:

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