



**MINTIES**  
NETBALL CLUB

Acceptable Use of Information, Communication,  
Technology, Social Media (ICTS) Policy



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## 1. Purpose

The purpose of this Policy is to ensure that the use of all Minties Netball Club (MNC) Information, Communication and Technology (ICTS) resources is legal, ethical and consistent with the aims, values and objectives of MNC and its responsibilities to the members in its care. It is therefore paramount that its ICTS resources are used appropriately and professionally at all times.

MNC is an incorporated association charged with the safety and coaching of its members. It also has occupational health and safety obligations to all members and must comply with State and Federal anti-discrimination and sexual harassment laws.

MNC ICTS resources must be properly and efficiently used. Resources are not to be used for inappropriate activities such as, pornography, fraud, defamation, breach of copyright, unlawful discrimination or vilification, harassment, including sexual harassment, stalking, privacy violations and illegal activity, including illegal peer-to-peer file sharing.

## 2. Scope

The scope of this policy applies to the MNC, all its members, and any person acting on behalf of or affiliated with the MNC.

“Authorized Person” means the President, Vice President, Secretary, Treasurer, Membership Secretary, Coaching Coordinator, Grading and Coaching Committee and General Committee members.

“ICTS Resources” includes (but is not limited to) all MNC networks, systems, software and hardware, website, social media pages, email systems and programs, computer systems, portable computer systems, mobile phones, portable computer storage devices including digital cameras and USB memory sticks, and other ICTS storage devices

“Electronic communications” means email, instant messaging and any other material sent via electronic means.

“MNC email systems” means MNC Gmail accounts and any other email systems utilized to undertake communications.

“Club” Means the Minties Netball Club

The use of personal communication accounts to conduct MNC business does not exclude a person’s requirement to abide by and be subject to the conditions of this policy.



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### 3. Rationale

The use of MNC ICTS resources carries with it responsibilities. Users must at all times remember that when using club resources, they are provided to them for the purpose of conducting MNC business.

The provision of MNC ICTS resources is to improve and enhance learning and coaching, and conduct of the business and functions of the club

### 4. Responsibility

MNC is responsible for ensuring that the persons to whom this Policy applies are aware of this Policy. This may include, but is not limited to:

- (a) providing access to a copy of the Policy,(eg., on the MNC website);
- (b) reminders of the need for compliance with the Policy; and
- (c) providing updates or developments of the Policy.

It is the responsibility of all users,(Members and Committee) to abide by this Policy. MNC is responsible for maintaining a list of this that the policy applies to.

### 5. Non-Compliance

Non-compliance with this Policy will be regarded as a serious matter and appropriate action,( including termination of membership), may be taken. Where there is a reasonable belief that illegal activity may have occurred the MNC may report the suspected illegal activity to the police.

### 6. Business Purposes and Other Use

Use of MNC ICTS resources must be for MNC business purposes only. Users must not engage in personal use of MNC email accounts or systems. A breach of either of these conditions constitutes a failure to abide by this Policy

Electronic communications created, sent or received using MNC email accounts are the property of MNC, and may be accessed by an Authorised Person in the case of an investigation, including in relation to investigations following a complaint or investigations into misconduct.

Electronic communications may also be subject to discovery in litigation and criminal investigations. All information produced on computer, including emails, may be accessible under the Freedom of Information Act 1982 (Vic). Please note that email messages may be retrieved from back-up systems that organisations, their members and the authors of electronic communications have been held liable for messages that have been sent in the past.



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Authorised Persons may access or monitor the records of MNC ICTS resources for operational, maintenance, compliance, auditing, legal, security or investigative purposes. For example, electronic communications, sent, received or forwarded using MNC ICTS resources, may be accessed and logs of websites visited using MNC ICTS resources may be generated, examined and monitored.

Use of MNC ICTS resources constitutes consent to access and monitoring in accordance with this Policy.

If at any time there is a reasonable belief that MNC ICTS resources are being used in breach of this Policy, a member of the executive committee may suspend a person's use of MNC ICTS resources and may require that the equipment being used by the person be secured whilst the suspected breach is being investigated.

### 7. Defamation

MNC ICTS resources must not be used to send material that defames an individual, organisation, association, company or business. The consequences of a defamatory comment may be severe and give rise to personal and/or MNC liability. Electronic communications may be easily copied, forwarded, saved, intercepted or archived. The audience of an electronic message may be unexpected and widespread.

MNC ICTS resources must not be used in any manner contrary to law or likely to contravene the law. Any suspected offender will be referred to the police or other relevant authority and their membership may be terminated.

Certain inappropriate, unauthorised use of MNC ICTS resources may constitute a criminal offence under the Crimes Act 1958 (Vic), for example, computer „hacking“ and the distribution of computer viruses. Illegal or unlawful use includes but is not limited to use of certain types of pornography (eg child pornography) under the Crimes Act 1958 (Vic), offences under the Classification (Publications, Films and Computer Games) (Enforcement) Act 1995 (Vic), defamatory material, material that could constitute racial or religious vilification, unlawfully discriminatory material, stalking, blackmail and threats under the Crimes Act 1958 (Vic), use which breaches copyright laws, fraudulent activity, computer crimes and other computer offences under the Cyber Crime Act 2001 (Cth) or Crimes Act 1958 (Vic) (as amended by the Crimes (Property Damage and Computer Offences) Act 2003 (Vic)), or any other relevant legislation.

In particular, MNC is an association charged with the safety and coaching of children. Child pornography represents the antithesis of MNC responsibilities to children. Any suspected offender will be referred to the police and their membership will be terminated if the allegations are substantiated.

### 8. Offensive or Inappropriate Material

Use of MNC ICTS resources must be appropriate to a workplace environment. This includes but is not limited to the content of all electronic communications, whether sent internally or externally.



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MNC ICTS resources must not be used for material that is pornographic, harassing, hateful, racist, sexist, abusive, obscene, discriminatory, offensive or threatening. This includes sexually-oriented messages or images and messages that could constitute sexual harassment.

All users of MNC ICTS resources should be familiar with anti-discrimination, equal opportunity and harassment legislation.

## 9. Confidentiality and Privacy

Electronic communication is not a secure means of communication. While every attempt is made to ensure the security of MNC ICTS resources, users must be aware that this security is not guaranteed, particularly when communicated to an external party. The sender should consider the confidentiality of the material they intend to send when choosing the appropriate means of communication, and that communication should be managed appropriately.

## 10. Acceptable use policy

MNC will handle any personal information collected through the use of MNC ICTS resources in accordance with the Information Privacy Act 2000 (Vic). 13.4 MNC will not disclose the content of electronic communications created, sent or received using MNC ICTS resources to third parties outside of MNC unless that disclosure is required for a specific business use the purposes of a MNC investigation, a police investigation or for other legal, investigative, audit or compliance reasons or in other circumstances where that disclosure does not contravene the Information Privacy Act 2000 (Vic).

Users must not allow or facilitate unauthorised access to MNC ICTS resources through the disclosure or sharing of passwords or other information designed for security purposes.

## 11. Disclaimer

All emails sent externally from MNC's email service will automatically have a disclaimer attached to them. The disclaimer must not be altered or interfered with in any way. The use of the disclaimer may not necessarily prevent MNC or the sender of the email from being held liable for its contents.

## 12. Complaints

Any complaints or reports regarding inappropriate use of MNC ICTS resources must be made in writing or person to a MNC executive committee member. The executive member in receipt of the complaint is required to report it to the full executive committee as soon as practical for action under this policy.