



Internet, Email and general Computer Use

Volunteers at Alive 90.5 are provided with access to production Information Technology and Communications (IT&C) equipment, services and software; including Internet access and email for legitimate Station purposes as well as reasonable, limited personal use.

This Code of Conduct sets out the appropriate standard of behaviour for all volunteers using station equipment accessing on-line services, including the Internet and email.

Breach of the Code will result in disciplinary proceedings - the volunteer(s) involved will be subject to appropriate disciplinary action including but not limited to, formal warnings, cost recovery, cancellation of membership and/or referral to external enforcement authorities. Serious breaches, such as accessing sexually explicit material from the Internet, or downloading copyright material illegally, or cyber-bullying will be formally investigated

This Code of Conduct is designed to protect Alive 90.5 and its volunteers from legal liability arising from breaches of anti-discrimination and other laws. Note also email can be subject to court orders for production as evidence in the course of litigation.

As far as is reasonably possible, Alive 90.5 will respect the privacy of individuals in the application and enforcement of this code.

The Code

- Volunteers will act at all times to ensure the security and confidentiality of all Alive 90.5 Data and other related information. Information and data can only be used for the purpose for which it was collected.
- Persons may not use Alive 90.5 computing facilities to violate state or federal laws.
- No software may be loaded onto Alive 90.5's machines or network servers unless done by Alive 90.5 IT personnel and the said software is accompanied by an appropriate license.



- The user acknowledges that all user data stored on the Alive 90.5 network may be used or reviewed or archived or deleted at the discretion of Alive 90.5 management. Note that deleting files or emails does not necessarily remove them from archives and backups.
- Permission from Station management may be sought, and will not be unreasonably withheld, to use the Internet for study, research or for other not-for-profit purposes deemed reasonable. Once formally approved, the scope of this work will be considered “legitimate activities” for the agreed timeframe.
- Do not use Station airtime and it’s IT&C resources for activities unrelated directly, or indirectly, to legitimate Station purposes. This includes activities that may have the potential, or even the reasonable perception, for conflict of interest. Where there is doubt, volunteers should seek counsel by writing to the Station board or raising the matter at a members’ meeting.
- Do not use the Station’s Internet or email to send defamatory, threatening or obscene messages to other volunteers or to anyone outside the organisation.
- Do not use the Station’s Internet or email to send racially and or sexually harassing messages or other illegal communications to other volunteers or to anyone outside the organisation.
- Do not download, retrieve or send sexually explicit, racist or otherwise discriminatory or illegal material from the Internet or from email at any time while at the premises, or while using Station IT&C equipment or services outside of work premises via remote access.
- Do not send chain mail in any format, including email.
 - Do not, without express authority, access (hack) any computer, whether owned by the Station or by any other organisation. This behaviour is illegal, leaving volunteers liable to criminal prosecution as well as disciplinary action by the Station.
 - Do not use another volunteer’s access credentials or passwords to gain unauthorised access to the Internet or on-line services



- Do not use the Internet for the creation of legal or contractual obligations unless specifically authorised by management.
- Obey copyright laws. If you are not sure, ask Station management.
- Obey privacy laws. If you are not sure, ask Station management.
- Alive 90.5 monitors (logs) all network activity, login access attempts and usage. Administrators use log data for the purposes of finding hardware and software errors, tracking resource utilisation, capacity planning and security, including the investigation of inappropriate use of resources.
- Alive 90.5 monitors (logs) all email and internet use, and all other computer usage on the Station's IT&C equipment in order to maintain the standards set out in this Code of Conduct and the security of our computer system. Management of Alive 90.5 has the right to access information so logged.
- Logs and records are subject to discovery and subpoena requests as part of legal proceedings. Discovery of documentation and/or subpoena of documentation can include all data in e-mail, logs or documents that may pertain to the particular court case or proceedings