**BENDIGO ACADEMY OF SPORT**

**Use of Computers**

**Rationale:**

The Bendigo Academy of Sport maintains computers and database systems as well as communicating electronically to others – a safe and security environment must be maintained.

**Aims:**

* To provide guidelines for the use of BAS computers including hardware, e-mail, software and peripherals to ensure compliance with legal requirements and to safeguard computer data and facilities.

**Policy:**

* That all matters pertaining to access, purchase and maintenance of hardware and software, and purposes for which the computer network may be used must be directed to the Board through the Executive Officer.
* That BAS computer system is to be protected from external virus infection and data corruption. In the case of the BAS Office based equipment, such procedures will be driven by the La Trobe University, given they are the organisation whose premises the BAS has its offices located and also act as the host IT system which the BAS computers will be included in.
* BAS e-mail accounts are to be used for business purposes only.
* That BAS does not condone the illegal duplication of computer software and employees who make, acquire or use unauthorised copies of computer software render themselves liable to face Federal prosecution and legal action that may be taken against them by the copyright owners.
* No BAS computers may be used or data accessed for unauthorised purposes.
* The creation of new directories and folders on the shared data system must be cleared with the Executive Officer in order to avoid unnecessarily complex or fragmented data storage.
* All printed documents should include a file reference at the bottom to facilitate the future retrieval of the document from the computer system.

**Procedure:**

* No external disks may be used on BAS computer system without the express permission of the Executive Officer.
* Employees may use BAS computers for word processing of personal data; however no personal files are to be stored on the computer system.
* Employees are not permitted to access any data files, particularly which relating to other employees or finances, unless it is specifically required as part of their duties. Any unauthorised access to data may lead to disciplinary action.
* No-one is permitted to delegate authority to use any IT systems unless prior written approval is provided by the Executive Officer as all BAS IT systems utilise the La Trobe University IT platform.
* No passwords or security measures may be put in place without the permission of the Board through the Executive Officer.
* Passwords issued must not be shared with other staff and must not be written down and stored near the computer or in any place or manner easily accessed by others.
* The Executive Officer will co-ordinate all matters relating to the use, purchase, replacement and maintenance of computer facilities

This policy was ratified by the Board of the Bendigo Academy of Sport in August 2015