

Bethany Care Ltd

Computer & Software Use

Policy & Procedure 10

Document Review Details	
Date Created	12/09/2005
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Reviewed by	Brian Lynch (Quality Assurance)
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Amendment History	DCR125 to A to change to Computer and Software Policy and include section on computer use.

1. Object & Field of Application

- 1.1 This document details the policy adopted by Bethany Care Ltd to ensure it adheres to legislative and Australian standards requirements regarding computer software licensing and usage.

2. References

- 2.1 ePolicy Institute Website
- 2.2 The University of Illinois website

3. Definitions

- 3.1 Software piracy or counterfeiting is illegally making copies of software and distributing them in packaging made to appear similar to legitimate products.
- 3.2 Bootleg or pirated software - software that was illegally obtained
- 3.3 Shareware - software that is marketed by allowing potential owners to try it out prior to purchase. It can legally be copied and distributed, however continued use beyond the evaluation period requires registration. Evaluation periods and registration fees vary considerably among products.
- 3.4 Public domain or freeware - software that can be copied, distributed, and used without cost.
- 3.5 Internet Piracy occurs when copyrighted material is illegally distributed through the use of online services. This includes providing access to software or serial numbers that permit installation of the software through downloads, burned CDs, or linking to or distributing tools that subvert or undermine the copy protections or time-out functions of software.
- 3.6 Corporate or End-User Piracy is copying software without acquiring the appropriate number of licenses. This includes under-reporting the number of computers using the software; making additional copies of the software on more computers than the license permits; or installing software on a server that enables employees to download the software without limiting or monitoring the number of copies.

4. Software

- 4.1. Bethany does not permit illegal use of computer software on company-owned computers. The expression illegal use is taken to include acts of software piracy, counterfeiting, the use of bootleg software, internet piracy or corporate/end-user piracy. All software, including shareware, must be appropriately licensed. Licensed software that is installed on Bethany's computers may be used within the setting where it is provided, but not copied for use elsewhere. Violators of these policies are subject to disciplinary measures as well as civil and criminal penalties.
- 4.2. Each staff member is responsible to make a good faith effort at assuring this policy is met. If you are using software on a Bethany machine and you are not sure it is properly authorized, contact the manager.
- 4.3. Bethany subscribes to the view that piracy threatens development and innovation by cheating legitimate software developers out of the rights and rewards of their valuable and hard-earned work. The loss of jobs, wages, tax revenues and critical investments in new technologies are just some of the possible destructive results of software piracy. Piracy may harm every one of us including consumers, honest resellers, the software industry and the national and local economies, not to mention the threats of organized crime connected to large scale piracy. According to researches software piracy is a serious source of revenue loss for the software industry.

5. Computer Use

Staff may use the internet and email access provided by Bethany for:

- 5.1. Any work and work-related purposes
- 5.2. Limited personal use (see below)
- 5.3. More extended personal use under specific circumstances (see below)

6. Limited Personal Use

Limited personal use is permitted where it:

- 6.1. Is infrequent and brief
- 6.2. Does not interfere with the duties of the employee or his/her colleagues
- 6.3. Does not interfere with the operations of Bethany Care
- 6.4. Does not compromise the security of the Bethany systems
- 6.5. Does not impact on Bethany's electronic storage capacity
- 6.6. Does not decrease Bethany's network performance (e.g. large email attachments can decrease system performance and potentially cause system outages)
- 6.7. Does not incur any additional expense for Bethany
- 6.8. Does not violate any laws
- 6.9. Does not compromise any confidentiality requirements of Bethany

7. Reasonable Extended Personal Use

Examples of what would be considered reasonable personal use are:

- 7.1. Conducting a brief online bank transaction
- 7.2. Paying a bill
- 7.3. Sending a brief personal email, similar to making a brief personal phone call

8. Permitted extended personal use

- 8.1. It is recognised that there may be times when staff need to use the internet or email for extended personal use. An example of this could be when a staff member needs to use the internet to access a considerable amount of materials related to study they are undertaking. In these situations it is expected that the staff member advise and negotiate this use with the Manager
- 8.2. It is not expected that staff need to advise or negotiate with the Manager for personal use that would be reasonably considered to be of a limited nature.

9. Unacceptable Use

Staff may not use internet or email access (including internal email access) provided by Bethany to:

- 9.1. Create or exchange messages that are offensive, harassing, obscene or threatening
- 9.2. Visit web sites containing objectionable (including pornographic) or criminal material
- 9.3. Exchange any confidential or sensitive information held by Bethany (unless in the authorised course of their duties)
- 9.4. Create or exchange advertisements, solicitations, chain letters and other unsolicited or bulk email.

Staff may not use the computers to play games in work time.

END