

INTERNET, EMAIL AND COMPUTER USE POLICY

1. PURPOSE

- 1.1 This policy sets out the standards of behaviour expected of Persons using [LongEmployerName] ("ShortEmployerName")'s computer facilities, or when making reference to [ShortEmployerName] on external sites.

2. COMMENCEMENT OF POLICY

- 2.1 This policy will commence from [CommencementDate]. It replaces all other policies relating to use of [ShortEmployerName]'s computers, Internet and email facilities (whether written or not).

3. APPLICATION OF POLICY

- 3.1 This policy applies to all people who use [ShortEmployerName]'s Computer Network by any means (Users). The policy also applies to Users who contribute to external blogs and sites who identify themselves as associated with [ShortEmployerName].
- 3.2 This policy does not form part of any employee's contract of employment. Nor does it form part of any other User's contract for service.

4. DEFINITIONS

- 4.1 In this policy:

- (a) **"Blogging"** means the act of using web log or 'blog'. 'Blog' is an abbreviated version of 'weblog' which is a term used to describe websites that maintain an ongoing chronicle of information. A blog is a frequently updated website featuring diary-style commentary, audio-visual material and links to articles on other websites.
- (b) **"Confidential Information"** includes but is not limited to trade secrets of [ShortEmployerName]; non-public information about the business and affairs of [ShortEmployerName] such as: pricing information such as internal cost and pricing rates, production scheduling software, special supply information; marketing or strategy plans; exclusive supply agreements or arrangements; commercial and business plans; commission structures; contractual arrangements with third parties; tender policies and arrangements; financial information and data; sales and training materials; technical data; schematics; proposals and intentions; designs; policies and procedures documents; concepts not reduced to material form; information which is personal information for the purposes of privacy law; and all other information obtained from [ShortEmployerName] or obtained in the course of working or providing services to [ShortEmployerName] that is by its nature confidential.
- (c) **"Computer Surveillance"** means surveillance by means of software or other equipment that monitors or records information input or output, or other use, of [ShortEmployerName]'s Computer Network (including, but not limited to, the sending and receipt of emails and the accessing of websites).
- (d) **"Computer Network"** includes all [ShortEmployerName] internet, email and computer facilities which are used by Users, inside and outside working hours, in the workplace of [ShortEmployerName] (or a related corporation of [ShortEmployerName]) or at any other place while performing work for [ShortEmployerName] (or a related corporation of [ShortEmployerName]). It includes, but is not limited to, desktop computers, laptop computers, Blackberrys, Palm Pilots, PDAs, other handheld electronic devices, smart phones and similar products, and any other means of accessing [ShortEmployerName]'s email, Internet