



**THE ROYAL  
AUSTRALIAN CHEMICAL INSTITUTE Inc**

*ABN 69 030 287 244*

## **Computer and Internet Policy**

**November 2003**

## **1. Introduction:**

This policy covers the use of RACI computers, RACI computer facilities and the RACI email and internet database by all RACI employees, all Board members, all Branch, Division, Group and Section Office Bearers, members of RACI committees and all persons involved in the Chemistry in Australia Journal.

All users are required to utilize the RACI computing facilities in an effective, efficient, ethical and lawful manner. The RACI Board has ultimate approval for all RACI computing activities and permission must be obtained from the Board for all usage not covered by this policy. In certain cases the RACI Board reserves the right to intercept individual user files and communications and provide any evidence of misuse to the relevant authorities.

## **2. Requirements for the Use of RACI Computing Facilities**

- Users must comply with all applicable local, state, and federal laws and regulations
- The email and internet system is a business tool to be used primarily for business purposes and not for pleasure.
- Users must be truthful and accurate in personal and computer identification.

## **3. Routine Logging and Monitoring**

Certain central service and network activities from workstations connected to the network are routinely logged and monitored. These activities include:

- use of passwords and accounts accessed
- time and duration of network activity
- access to Web pages
- access to network software
- volume of data storage and transfers

#### **4. Right to Examine Computers and Equipment**

RACI-owned computers and equipment may be examined to detect illegal software and or files.

#### **5. Unauthorized use of RACI computing Facilities**

- The RACI's computing facilities may not be used to create, access, display, store or transfer material which would be objectionable by reasonable community standards or contravenes any applicable local or overseas laws.
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- The transmission of commercially confident information to non-RACI members is forbidden.
- The RACI's computing facilities may not be used to gain unauthorized access to resources of this or other institutions, organizations, or individuals.
- The unauthorized use of the RACI logo is prohibited.
- Use of false or misleading information for the purpose of obtaining access to unauthorized resources.
- Accessing, altering, copying, moving, or removing information, proprietary software or other files (including programs, libraries, data and electronic mail) from any network system or files of other users without prior authorization. The opening of email attachments from untrusted or unknown sources and the down loading and sending of games, movies, screen savers and executable files from the Internet is prohibited.
- The RACI's computing facilities may not be used for the purpose of making unauthorized copies of copyrighted materials. You should assume all software, graphic images, music, and the like are copyrighted. Copying or downloading copyrighted materials without the authorization of the copyright owner is against the law, and may result in civil and criminal penalties, including fines and imprisonment.
- The addition, alteration and removal of information from the RACI website is forbidden without appropriate authorization. Each Branch, Division, Group and section will delegate the authority to alter their web pages to an appropriate person. The Board will delegate authority to alter the central RACI website.

## **6. Damage or impairment of RACI resources**

- The transmission of material that may contain a virus or other harmful or disruptive component is prohibited. This includes intentionally, recklessly or negligently damaging any system (e.g., by the introduction of any so-called "virus", "worm", or "trojan-horse" program).

## **7. Unauthorized commercial activities**

- Using RACI's resources for one's own commercial gain, or for other commercial purposes not officially approved by the RACI Board, including web advertisements.
- Using RACI's resources to operate or support a non-RACI related business.
- The use of RACI computing facilities for the purposes of paid advertisements is forbidden except as detailed below.
- The RACI email system must not be used to send unsolicited emails to members of an email group unless the message relates to an approved RACI activity. This includes, but is not limited to, notification of approved RACI events, dissemination of information relating to the RACI's activities and RACI approved news releases.
- Advertising messages must not be sent through the RACI email system or placed on an RACI website with the following exceptions:
  - i. Events conducted by professional associations with which the RACI has a reciprocal agreement
  - ii. Emails advertising job vacancies can only be sent by RACI Branch coordinators, or a Branch nominee, to members within their own state who have agreed to receive such emails. The State Branches may charge for this service.
  - iii. Messages approved by the RACI Board

## **8. Discrimination and Sexual Harassment**

- The RACI email system must not be used to transmit messages which contain, or may be considered to contain obscene, profane, indecent, violent, threatening, discriminatory or defamatory material.
- The RACI's computing facilities may not be used in any way that will, or may be likely to, harass, abuse, defame, discriminate, or otherwise offend another person.
- The RACI email system must not be used to threaten or harass someone.
- The viewing or transmitting of pornographic material from the internet is expressly forbidden.
- The use of abusive or offensive language is prohibited.

### *Harassment Policy*

RACI is committed to providing employees with a work environment free from all forms of harassment. Harassment is unacceptable behaviour that will not be tolerated under any circumstances. Harassment is defined as any action that is perceived as unwanted or uninvited behaviour causing offence, embarrassment, intimidation or humiliation. As RACI has a harassment policy, it will not tolerate the sending or receiving or on forwarding of emails or use of the internet that may embarrass, offend, humiliate or intimidate other employees.

## **9. Compliance with the Computer Policy**

Failure to comply with this policy may result in the RACI bringing Disciplinary Procedures against the individual(s) concerned, in accordance with Section 37 of the RACI Constitution.

RACI will not tolerate the use of the email or internet for any other purposes that as approved by RACI. The use of the computer system which is contrary to the policy, may result in the following:

- (i) Counselling or Disciplinary Action
- (ii) Termination of employment
- (iii) Termination of membership

If any person at RACI becomes aware of the misuse of the computer system, that person should immediately report it to the Chairperson of the Board of Directors for investigation. If anyone is offended, humiliated, intimidated or embarrassed by the use of an email or internet by other employees, that person should also report it to the Chairperson of the Board of Directors.

RACI is committed to the terms of this policy and will thoroughly investigate and deal with all incidents of breach of this policy.

**Chairperson of the Board of Directors**