Policy for the Use of IT and the Online Environment

The Congregation of the Presentation Sisters of Western Australia
Incorporated

Adopted: November 2019   **Last Updated: June 2023**

Next review: June 2024

The Presentation Sisters of Western Australia, their staff and volunteers have a zero-tolerance approach to child abuse and will, at all times, promote the safety, well-being and protection from any form of harm or abuse of children and adults at risk in accordance with all legislative requirements and Church protocols.

Data, software, network capacity, and computer systems have value and must be treated accordingly. Communication, information and research are integral to our Mission. The use of IT systems that are shared by many users imposes certain additional obligations. All members of the Presentation community (Sisters, staff and volunteers) are personally responsible for their use of these information and technology resources in ethically and morally appropriate ways which always promote human dignity and respectful relationships.

Monitoring of the network of all computers and internet capable devices used at the Presentation Administration Centre and Iona Presentation Convent is capable of detecting attempts to access prohibited websites. At other locations where monitoring of computers does not take place, individuals are required to behave in accordance with this policy. Unauthorised sharing of information and breaches of confidentiality of personal and work-related matters will not be tolerated.

All Sisters, their staff and volunteers must sign an Agreement for the Use of IT and the Online Environment that clearly describes appropriate use of information technology and the online environment. Breaches of this agreement will result in disciplinary action being taken against the offender and may result in termination of employment for staff and volunteers.

When using IT and the Online Environment all PBVMWA Sisters, staff and volunteers must:

- Be responsible for his/her actions whether or not rules are built in, and whether or not they can be circumvented. An attempt to engage in a prohibited activity is considered a violation whether the attempt is successful or not.
- Avoid using excessive amounts of bandwidth, causing network disruption or taking actions that are deemed to be a security and/or privacy risk.

- Follow certain principles of behaviour in making use of data, computers, mobile phones and network systems.
  - ➢ Use resources supplied for purposes which are consistent with the business and Mission of the Presentation Sisters of Western Australia
  - ➢ Use any data, hardware, software and computer accounts responsibly and appropriately
  - ➢ Under no circumstances use computing or network resources to threaten, harass or cause harm to others
  - ➢ Under no circumstances use computing or network resources to distribute, produce, publish, view or sell illegal or obscene content
  - ➢ Under no circumstances visit any pornography, child-grooming or other sites that are harmful to children or adults at risk. Any attempt to do so is strictly forbidden and will result in serious disciplinary action being taken
  - ➢ Under no circumstances share passwords or other sensitive data or give another person the means to access data they are not authorised to access.

Agreement for the Use of IT and the Online Environment
Congregation of the Presentation Sisters of Western Australia Incorporated

I have read this Policy for the use of Technology and use of the Online Environment and I understand what is being asked of me in both my personal and professional behaviour. I support these directions as part of my commitment to the Presentation Sisters of Western Australia.

NAME: _____

SIGNED: _____ DATE: _____

CONGREGATION LEADER: _____DATE: _____