



## **1. TITLE**

### **4.2 Acceptable Use of Facilities and Resources Policy**

## **2. PURPOSE**

The purpose of this document is to ensure that the Network's environment, facilities and equipment are utilised in appropriate ways that further the Network's aims and objectives.

## **3. POLICY**

The Network aims to be a safe and inclusive space where employees and members alike can undertake Network business<sup>1</sup> and maintain a healthy social network. This policy is directed at all people accessing the Network office, whether for employment or other purposes.

All people accessing the Network office have a right to feel safe and respected. Any kind of bullying, harassment or violence by any person or group is unacceptable. Any person who feels they have been bullied, harassed or otherwise harmed has a right to lodge a grievance about their experience in accordance with the Grievance Policy, and to feel confident that they will be treated respectfully and their grievance will be taken seriously.

The Network provides a range of facilities and resources for use by employees, members and, where possible, community groups. These facilities and resources are available primarily for Network business, although the Network supports consumers in their self-advocacy efforts when it is appropriate to do so, within resourcing constraints. Members may also make reasonable use of the facilities and resources for personal reasons, where this does not interfere with Network business.

## **4. RESPONSIBILITIES:**

1. All people accessing the Network, employees and consumers alike, have the same responsibilities that ensure the Network remains a safe and secure space.

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<sup>1</sup> Network business is any activity that directly relates to the work of the Network, according to the Constitution and Strategic Plan.

2. People and groups must be courteous and respectful toward others and the Network facilities.
3. People and groups may be asked to leave the Network premises if they:
  - Act in an inappropriate, offensive or threatening manner towards any other person;
  - Intentionally cause damage to Network facilities;
  - Change any IT system settings or interfere with any data other than his/her own;
  - Send/make inappropriate, offensive or threatening emails or phone calls, including spam;
  - Consume food or drinks at the computer terminals as spillages can cause irreversible damage to computer components.

## **5. PROCEDURES**

People and groups may use the Network facilities as outlined below. If a member requires the use of a facility for an alternate purpose he/she should request assistance of a Network employee.

### **Personal Safety**

4. Due to the nature of their work, Network employees are not able to be present in the Members Area at all times.
5. Any member or employee who feels at risk of threat or harm at the Network should approach a Network employee who will manage the situation using the most appropriate method available, on a case by case basis.

### **Kitchenette**

6. The Network requests that all people utilising the kitchen facility do so in a respectful manner. This includes cleaning and tidying the space after use.
7. The Network provides hot beverage facilities including a hot water urn, milk, tea, coffee and sugar. Other food and drinks held in the fridge and cupboards should not be consumed without permission as it generally either belongs to someone or is for a Network activity.
8. If a person finds that any object or item is missing or broken they should report this to a Network employee for purchase, repair or replacement.
9. The Administration Officer is responsible for general, day to day cleaning and organisation of the kitchenette.

### **Telephone**

10. The Network provides telephones for employees and members to use for Network business calls.
11. The Network's landline telephone system can only be used to make local and free calls.

12. The Network provides two mobile telephones for employees and members to make business calls other than local and free calls.
13. Employees and members may use these telephones for personal calls, but any calls that are not related to Network business must be kept brief.

### **Computers and Internet**

14. The Network provides desktop and notebook computers with free internet access for employees and members to use for Network business.
15. Members may also use the computer and internet facilities for self-advocacy.
16. Members and employees may also use the computer and internet facilities for personal matters
  - a. An acceptable level of personal usage of Network computer and internet facilities by Members includes accessing email, job seeking and accessing educational institution websites.
  - b. An acceptable level of personal usage of Network computer and internet facilities by employees includes accessing email, finding information and other reasonable tasks, provided they do not negatively impact on an employee's capacity to undertake their work. Employees may also use the computer and internet facilities for other personal use, with the Executive Officer's agreement, in their personal time outside of their working hours.
17. Members and employees must not save personal passwords, e.g. for email accounts, to Network computers to avoid unauthorised access to and use of their information and programs. The Network will not be held responsible for any loss or use of information and programs resulting from breaching this clause.
18. Food and beverages must not be consumed at the computer workstations.
19. Network computers must not be used to access pornographic, violent, offensive, illegal or otherwise inappropriate material.
20. Documents and other objects must not be saved on the desktop or hard drive, but instead may be saved in the following ways:
  - Employees must save all Network documents and other objects on the CLEAR-OS server in the appropriate folders; and
  - Members may save their documents and other objects on a flash/USB drive or writable CD, rather than saving to the computer's desktop or hard drive. If available, the Network may provide a flash/USB drive to a member for this purpose on request.
21. Any documents and other objects that are saved to a computer will be deleted to maintain the privacy of computer users.

### **Multifunction Printer**

22. The Network provides a multifunction printer for employees and members to use for Network business.
23. The print and copy functions of the multifunction printer require a password which is held by each Network employee.

24. Any member who wishes to print or copy a document may ask a Network employee to enable this to occur.
25. Members may print documents required for their self-advocacy needs during Drop-In time e.g. printing a copy of information needed to go to court/tribunal, within resourcing constraints.
26. Print/copy functions will not be enabled for members to print items that are not Network business or required for self-advocacy needs.

### **Meeting Rooms**

The Network provides two meeting rooms for individuals and groups to undertake meetings, forums, training and other Network business.

#### *Members Area*

27. The Members Area can accommodate groups of up to 10 participants.
28. Bookings for the Members Area can be made through the Administration Officer.
29. The Administration Officer must record bookings in the Members Area electronic calendar and on the administrative whiteboard.
30. The Network will provide tea and coffee for events held in the Members Area.
31. Any additional catering may be negotiated with the Executive Officer.
32. Individuals and groups utilising the Members Area must leave the facilities neat and tidy.

#### *Small Meeting Room*

33. The small meeting room can accommodate up to three participants.
34. Bookings for the small meeting room can be made through the Administration Officer.
35. An employee or member may use the small meeting room without a booking if it is not in use.

### **Firestone Memorial Library**

36. The Network provides a library of resources for employees and members for use on the Network premises.
37. Employees and members may borrow an item from the library for a period of two weeks through the Administration Officer.
38. The Administration Officer is responsible for maintaining a register of items held in the library, including borrower and return details of any items on loan.
39. Items must be returned by the return date. If the borrower wishes to extend their loan they must do so in person by bringing the item to the Network office so that the Executive Officer can ensure the item is not lost and remains undamaged.