



Technology Usage Policy

Policy Number:	BO-020		
Date Approved:		Approved By:	Board of Governance
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Version 1			

1. Aim

Breakaway is committed to using technology wherever applicable and viable to assist with operations. The purpose of this document is to set out the parameters for the technology by employees/volunteers and during programs.

The supporting systems and procedures will ensure that there are some guidelines and consistency around how we implement the policy.

2. Scope

This policy applies to campers, employees, volunteers and families/carers attending Breakaway services.

3. Policy

3.1 Computer and Related Technology Usage by Breakaway employees

Computers/iPads/iPods/tablets at the service may only be used for work relevant to the operations and activities of the service.

Music, videos etc may be streamed from the device if it is relevant to the programming for the camper or for research or professional development undertaken by staff. However, streaming of this kind will only take place from websites where this can legally take place such as iTunes or YouTube or as authorised by Breakaway staff.

If a Breakaway staff member/volunteer has brought in their own device to complete work, staff/volunteers will follow the premise that what they are doing whilst on their device is relevant to their job role at the service.

From time to time staff/volunteers may need to use their own iPads or iPods for work purposes. Permission for this may be granted or revoked by the General Manager at times deemed appropriate. Where permission is granted staff/volunteers are able to use the service's Wi-Fi to download work related applications and programs. Personal applications and programs will need to be downloaded outside of the service and need to be appropriate to be brought into the workplace.

3.2 Computer and Related Technology Usage for people accessing a Breakaway service

If relevant to the camper's support, appropriate websites may be accessed during the appropriate program time.

People will only access a Breakaway computer/iPad/iPod/tablet when supervised by a staff member or volunteer.

Music, videos etc may be streamed from the device if it is relevant and appropriate. However, streaming of this kind will only take place from websites where this can legally take place such as iTunes or YouTube or as authorised by Breakaway staff.

3.3 Staff Email Account

Breakaway employees/volunteers will have an email account created if required. Once the account is created, staff/volunteers will then have a User ID which will allow them to log onto their computer and access the email account.

Staff may also access email from remote areas through any internet connection if required.

Staff are to utilise their email account to enhance their communications for work related purposes.

3.4 Internet Use

Breakaway owned computers, Internet/Intranet, email and software systems are a resource to:

- assist Breakaway staff/volunteers to communicate quickly and effectively in the course of normal operations
- provide Breakaway staff/volunteers with access to appropriate work related information

These resources are to be used appropriately, in accordance with the values and mission of the Breakaway and in serving the interests of the organisation, the campers and their families/carers. The internet is to be used for purposes strictly related to the work of Breakaway. Accessing any inappropriate materials, including pornography, through either e-mail or the internet will result in immediate disciplinary action.

Breakaway management has the right to audit Internet and email use. Inappropriate Internet or email use, particularly activities such as downloading or viewing pornography will result in immediate disciplinary action.

3.5 Use of phones

3.5.1 Breakaway Issued Mobile Phones – staff/volunteers may be issued with mobile phone for work purposes. Use of these mobile phones should be limited to when a landline is not available. Mobile phones should be used only for emergencies or important calls where immediate contact with a person is required and leaving a message via voice mail on a land line is not the preferred option. Mobile phones are not to be used while driving a vehicle, in accordance with legislation.

3.5.2 Private Mobile Phones – Breakaway understands that at times, staff/volunteers may need to be contacted in relation to their families. Staff/volunteers are required to use breaks to check messages and make necessary personal calls, except extenuating circumstances. Staff/volunteers are encouraged to discuss any temporary need for constant access to a private mobile phone with their supervisor.

As outlined in the employment contract, staff must be available to work the required hours and, during this time, give their full attention to Breakaway and the efficient completion of the duties of the position. Private mobile phones should not be turned on during staff meetings except in extenuating circumstances.

3.5.3 Using the Landline

Staff/volunteers will have access to a desk phone to make work related phone calls.

3.6 Photocopier and Printing

A photocopier for staff/volunteer use is available in the administration office. This is to be used for work related activities only.

When printing or photocopying, please use the following guidelines:

- Print or copy to double sided wherever possible to reduce the environmental impact of our work
- To help reduce printing costs, please print in black and white (only use colour *when necessary*)

3.7 Breach of policy

Any staff members/volunteers found to be using any technology in ways that do not support this policy will face an enquiry by management to decide a course of action based on the severity of their misconduct.

Examples of conduct in relation to technology that are not acceptable to Breakaway at any time include:

- Any use of technology to bully or offend another person
- Any use of technology in relation to pornography or sexually explicit material/images
- Any use of technology which brings the reputation of Breakaway or an employee of Breakaway into disrepute
- Any use of technology in relation to illegal activities

This policy is also inclusive of state and federal laws regarding computer usage. Should staff or other relevant individuals use the service's computers in a way that breaks a law, the service will take the appropriate required action (eg. reporting to the police). Furthermore, the individual will face an enquiry held by management to decide a course of action based on the severity of their misconduct.

This policy must be read in conjunction with the Procedure/s which supports this policy.

Enrolment Policy
Social Networking Usage Policy
Staff Handbook
Disciplinary Action

References

NSW Disability Service Standard 1 & 2

Persons Responsible

All employees/volunteers are responsible for:

- Implementing this policy.

Managers are responsible for:

- Investigation of any breaches of this policy.

Board of Governance are responsible for:

- Approval of this policy.

4 Definitions

Breakaway – all Breakaway Incorporated services and programs

Board of Governance – the governing body of Breakaway, comprised of elected or appointed members who jointly oversee the activities and legal responsibilities of the organisation

Manager – refers to the General Manager

Supervisor – refers to all senior staff who are responsible for supervising one or more staff members

Staff – refers to employees and volunteers of the organisation

Family – refers to the parents/caregivers of the children or young people that receive support from Breakaway

Visitor – any person who is visiting a Breakaway service who is not a staff member, client or family

Nominated Supervisor – a staff member nominated by Breakaway

Document History

<i>Date</i>	<i>Section</i>	<i>Change</i>