Acceptable Use of Computers, Internet and Email Policy

**Policy**

Staff may use the Internet and email access provided by Bounce Fitness for:

* Any work and work-related purposes
* Limited personal use (see below)
* More extended personal use under specific circumstances (see below).

*Barrington Cafe* recognises that staff need access to email systems and the Internet to assist in the efficient and professional delivery of services, this includes transferring and sending data or information within and outside the organisation’s system database. *Barrington Cafe* supports the right of staff to have access to reasonable personal use of the Internet and email communications in the workplace.

This policy sets out guidelines for acceptable use of the computer network, including Internet and email by employees of *Barrington Cafe*. The primary purpose for which access to the Internet and email is provided to *Barrington Cafe* staff is to assist them in carrying out the duties

Employees are expected to use the internet responsibly and productively. Internet access is limited to job-related activities. Personal use is not permitted unless approved by management.

All internet data that is composed, transmitted and/or received by *Barrington Cafe* is considered to belong to *Barrington Cafe* and is recognised as part of its official data.

All equipment, service and technology used to access the internet are the property of *Barrington Cafe* and the organisation reserves the right to monitor any and all activity of each of its employees.

For safety precautions, it is advised that downloaded content, especially those used for research purposes, come from either the organisation’s intranet site or from credible resources.

Samples of these may include, but are not limited the following:

* + Safe Food Production Queensland
	+ Restaurant & Catering Australia (R&CA)
	+ Australian Beverages Council (ABCL)

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