Wildcare Australia Inc
Policy and Procedure

Computer Equipment Acceptable Use Policy

Version 1, September 2022

1 Overview

Wildcare Australia Inc's (Wildcare) intentions for publishing a Computer Equipment Acceptable Use Policy is not to impose restrictions that are contrary to Wildcare's established culture of openness, trust and integrity. Wildcare is committed to empowering members by providing resources but also committed to protecting individuals from illegal or damaging actions, either knowingly or unknowingly.

2 Purpose

The purpose of this policy is to outline the acceptable use of Wildcare's computer equipment that may be allocated to members to enable them to carry out tasks that are part of their role within the organisation. These rules are in place to protect both Wildcare, their equipment and members. Inappropriate use of equipment can expose Wildcare to risks including:

- Viruses and malicious software
- Damage or loss of the equipment
- Reputation
- Legal

All individuals that have been allocated Wildcare computer equipment must understand and agree to comply with this policy.

3 Scope

This policy applies to all members who have been allocated computer equipment owned by Wildcare to carry out tasks on behalf of Wildcare.

Wildcare computer equipment includes and is not limited to computer hardware such as laptops, tablets, Square terminals and other information technology storage and processing devices. They shall be referred to as "devices". Where appropriate, this Policy shall also include software installed on computer equipment.

4 Policy

4.1 General Use

Wildcare desires to provide a reasonable level of protection and privacy for data and information contained within its systems and databases. Users must be aware that any data they may create within Wildcare's systems and databases remains the property of Wildcare.

When allocated a device, the member is responsible for exercising good judgment regarding the reasonableness of personal use.   Personal usage, personal email, private internet usage and private social media are permitted providing they meet the following criteria:

- Do not represent any opinions that contradict Wildcare's core values and goals.
- Are not of an illegal nature.
- Are not malicious towards Wildcare or any other individual
- Must comply with all policies and Easy Reference Sheets issued by Wildcare with respect to media.
- Must comply with the Wildcare Confidentiality Policy and Agreement.
- Operating System level data encryption should not be enabled.
- Any software installed must be legitimate - "bootleg" software is not permitted. Examples of usages on devices which are not permitted include:

  - Downloading of illegal pornography
  - Downloading of music infringing copyright laws
  - Downloading of movies infringing copyright laws
  - Playing of copyrighted material in public spaces (OK if written permission has been obtained from the copyright holder)
  - Sending malicious emails
  - Bullying on social media
  - Utilising P2P File sharing (torrents)

Wildcare are not responsible for the integrity or privacy of any personal data and/or information of any user of the device and software.

4.2   Ownership

Ownership of any device or installed software allocated to a member remains the property of Wildcare Australia Inc.   The member must ensure they comply with the provisions of the Wildcare Asset Agreement in all respects.

No device can be transferred or loaned to another member without the direction or permission of Wildcare Asset Team.

On completion of the engagement, the device and associated equipment must be returned to Wildcare.

4.3   Usage and Care

Internet Security/Anti-virus Software should be kept up to date. This should be an automated process that does not need any direct user input other than ensuring the device is connected to the Internet at regular intervals. This allows Security Threat Signatures to update.

While the device is being utilised, every effort must be made to keep the device clean, damage free and secure. Any problems that occur should be reported immediately to the Wildcare Asset Team and no repair attempts should be attempted without Wildcare's express permission.

To keep device clean and damage free:

- Keep drinks and food well clear of the device.
- Wipe down keyboards occasionally with a Wet Wipe or damp cloth. DO NOT use household cleaners.
- Dust of LCD Screen with a dry cloth on a regular basis, if the screen has dirt marks, clean off with spectacle or glass cleaner, DO NOT use household cleaners.

Agreement

I confirm I have read and understood the provisions of this Policy and agree to comply with same.

…………………………………………………………………….   …………………………………………………………….
Wildcare Member – Name   Date Signed

…………………………………………………………………….
Wildcare Member – Signature