

Coast Community Broadcasters Inc.

Trading as



todayscountry94one

INTERNET / EMAIL / SOCIAL MEDIA POLICY

Policy number	22	Version	2
Drafted by	Colin Links	Approved by Board on	Jan 15 2020
Responsible person	Colin Links	Scheduled review date	April 2021

INTRODUCTION

Internet access, licensed on-line subscriptions, email, station social media (through the Social Media co-ordinator) and licenced software packages are available to all staff at todayscountry94one. Our goal in providing this service is to promote business excellence by facilitating resource sharing, innovation and communication. This provides access to people and computers all over the world and the availability of material that may be of research value in a regional development context. It is understood that presenters and volunteer position holders will access internet sites for professional purposes. When, accidentally or otherwise, a presenter and volunteer position holder accesses a site which may be deemed inappropriate, due to sexually explicit, racist or other potentially offensive material, that presenter and volunteer position holder must disconnect immediately from that site.

Examples of unacceptable use would include but are not limited to the following:

- Using the network for any illegal activity, including the violation of copyright or other contracts.
- Using the network for financial or commercial gain.
- Degrading equipment or system performance by downloading viruses, overloading print queues or congesting mail servers.
- Vandalising the data of another user. This includes the uploading or creation of computer viruses.
- Gaining unauthorised access to resources or entities.
- Invading the privacy of individuals.
- Using an account owned by another user without authorisation or attempting to log into the system as anyone other than yourself.
- Posting personal communications without the author's consent.
- Posting anonymous messages.
- Using abusive or objectionable language in either public or private messages.
- Sending of messages that are likely to result in damage to recipient's systems.
- Sending of "chain letters" or "broadcast" messages to lists of individuals, and any other types of use which would cause congestion of the networks or otherwise interfere with the work of others.

Any breach of the policy as outlined herein may result in disciplinary action up to and including termination of their role or membership dismissal. Any cases involving illegal activity may be referred to appropriate authorities for action.

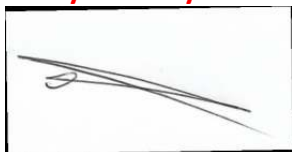
AUTHORISATION



Secretary

January 15 2020

todayscountry94one



Colin Links

Chairman

January 15 2020

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