

Information Technology Code of Practice

Approving authority	Board of Management
Approval date	17 March 2022
Next scheduled review	2024
Description	The Information Technology Code of Practice provides guidance to authorised users, for the appropriate access and use of Baseball Queensland's Information Technology resources, using any device from any location.
Related documents	
External Links: Australian Copyright Council	

1. PREAMBLE

Information Technology resources are essential for accomplishing strategic and operational work of Baseball Queensland. Staff and volunteers are granted shared access to these resources, which must be used and managed responsibly to ensure their integrity, security and availability for appropriate business activities. This IT Code of Practice provides guidance to authorised users for the appropriate use of Baseball Queensland's Information Technology resources.

2. STATEMENT

Within this IT Code of Practice, Information Technology resources include but are not limited to all standalone or networked computers, hand-held devices, all forms of communication equipment, and software owned or leased by Baseball Queensland, including, but not limited to externally hosted applications, for example, email, blogs and social networking sites.

This IT Code of Practice is intended to operate within, and be consistent with, existing State and Commonwealth Law, and Baseball Queensland policies in areas such as sexual harassment, discrimination, equal opportunity, privacy, copyright, defamation, discipline and misconduct. It is intended to encourage responsible action and good judgement and to protect privacy.

Sanctions will be enforced if staff or volunteers act irresponsibly and disregard their obligations to other users, or to Baseball Queensland as the provider of Information Technology resources. Inappropriate use of Information Technology resources provided by Baseball Queensland may also result in suspension, expulsion, termination of employment, legal action, or other disciplinary action.

3. SCOPE

This policy applies to all users of Baseball Queensland Information Technology (IT) resources regardless of their relationship with Baseball Queensland and irrespective of where these resources are accessed.

4. PROCEDURES

4.1 Determination of responsibilities

It is your responsibility to become familiar with the rules governing use of the Baseball Queensland's resources.

Users who are authorised to permit other persons to use Baseball Queensland's Information Technology resources must ensure that those persons are made aware of the rules governing use of the University's Information Technology resources and have them sign or otherwise acknowledge that they will carry out their responsibilities under these rules.

Users learning of any violation of any of this IT Code of Practice must bring this matter to the attention of the CEO without delay.

4.2 Authorised access

- a) Use of equipment, software and access to the Internet via Baseball Queensland's IT resources is provisioned conditionally to those with proper authorisation. Staff and authorised persons may be provided with Internet Access for operational purposes as authorised by the CEO.
- b) Responsibility and accountability for IT security is the shared responsibility of all users. You will be held responsible for all activities which originate from your account. It is your responsibility to ensure that your passwords, accounts, software and data are adequately secured.
- c) If you know or suspect that another person has gained unauthorised access to your account, you must immediately notify the CEO.
- d) You must not use any means, electronic, social engineering or otherwise, to discover others' passwords.

5. APPROPRIATE USE

Baseball Queensland technology resources and infrastructure including, but not limited to, desktop computers, laptops, tablets, smartphones, intranet, internet access, wireless network, telephone system, web services, instant messaging, social media and email services may only be used for Baseball Queensland purposes and limited personal use, as outlined below.

5.1 Statutory Requirements

You must not use the Baseball Queensland IT resources to violate or breach any Local, State, Commonwealth or International Law. All information, metadata, data or files created, downloaded or stored by users while employed or volunteering for Baseball Queensland can be monitored and subject to investigation. All electronic messages are official documents, subject to the same laws as any other form of correspondence. They are subject to statutory record keeping requirements and can be subpoenaed during legal processes.

5.2 Limited Personal Use

Limited personal use is the use of Baseball Queensland IT resources to support activities that do not directly relate to Baseball Queensland employment or volunteering. Examples of limited personal use include researching holidays, checking personal emails, gaming or social media.

Limited personal use must not require substantial expenditure of time, adversely affect Baseball Queensland IT resources or breach the Baseball Queensland's Code of Conduct.

Baseball Queensland IT resources must not be used for private business or commercial activities.

5.3 Prohibited Activities

Baseball Queensland allows its staff to use IT resources for limited extracurricular or non-work-related activities. These activities must not be illegal or potentially bring Baseball Queensland into disrepute, and they must not negatively impact Baseball Queensland's IT infrastructure.

Activities which are prohibited include, but are not limited to, the use of Baseball Queensland IT resources to do the following:

- a) support or promote political campaigns, candidates, legislation or ballot issues;
- b) send mass messages of a commercial, political, lobbying or fundraising nature;
- c) send mass messages where the content is not relevant or appropriate for the majority of recipients or is of a personal or private nature;
- d) forward electronic "petitions", or to ask recipients to forward messages;
- e) send anonymous messages;
- f) solicit support (financial or otherwise) for charity, or special causes not connected with a Baseball Queensland effort;
- g) send unverified public service announcements (such as virus alerts, unsafe products, lost and found, etc.);
- h) use Baseball Queensland IT resources to send/upload or access/receive/download or store any copyright infringing works;
- i) any action that may infringe our statutory and commercial licenses for works. This may include unauthorised data mining, some types of digitisation, and unauthorised bulk downloads of proprietary database content;
- j) any activities for private business, personal gain or profit.

5.4 Offensive and Illegal Material

You should not use Baseball Queensland IT resources to create, download, distribute, store or display any offensive or illegal material.

Material that has the potential to cause offence or would normally be regarded as inappropriate should not be used unless a genuine reason exists (i.e. to support teaching, learning or research activities) and the reason for the use must be documented and approved by the relevant supervisor. Such access should not occur on publicly accessible terminals.

Inappropriate Internet sites include but are not limited to:

- a) sites that are illegal or hold illegal content;
- b) sites that are pornographic or contain inappropriate sexual material;
- c) sites that advocate hate or violence;
- d) sites that include access to online gaming and gambling

Baseball Queensland regularly audits such sites and reserves the right to remove / remove access to, such material from its resources without notice.

5.5 Discrimination, Harassment, Bullying and Defamation

Successful use of Baseball Queensland IT resources depends upon a spirit of mutual respect and co-operation to ensure that everyone has equitable privileges, privacy and protection from interference or harassment.

You must not use communication systems including, but not limited to e-mail, instant messaging, discussion forums (including wikis, blogs or social media such as Facebook or Twitter) or web pages under your control, to provide or communicate obscene materials, or that threatens, harasses, intimidates or singles out individuals or groups for degradation or harassment in violation of Commonwealth or State Laws, and other Baseball Queensland policies.

You must not display images or wording, nor play audio which could create an atmosphere of harassment to others.

5.6 Malicious Activities

You must not use Baseball Queensland resources to engage in attempts to subvert Baseball Queensland or external security provisions. This includes but is not limited to:

- a) intentionally seeking information on / obtaining copies of /viewing / corrupting or modifying files, data storage media, passwords or any type of data belonging to other users unless specifically authorised to do so;
- b) intentionally disrupting or damaging the work of others;
- c) knowingly creating or propagating a virus, worm or any other form of malicious software;
- d) attempting to email "spoof" i.e., construct electronic communication so it appears to be from someone else;
- e) altering, or disrupting the operations of any other information system; attempting to capture to otherwise obtain user credentials, encryption keys, or any other token or access control mechanism that could permit unauthorised access;
- f) tampering with hardware components or hardware configurations without the express permission of the person/s responsible for that particular item of equipment. This includes: workstation, monitor, keyboard and mouse;
- g) printers and other peripherals;
- h) network outlets, cabling and other components;
- i) phones.

Under no circumstance are you allowed to connect any network device to the Baseball Queensland wired network unless prior permission is obtained from the CEO. Network devices include but are not limited to; hubs, switches, routers, wireless access points, network appliances of any function and any devices performing network monitoring.

Wireless network connections must not be made with the intention of malicious activity.

5.7 Official Representation of Baseball Queensland

Where you are representing the views of Baseball Queensland, the communication must identify your position within the organisation. Where the view expressed is the official view of Baseball Queensland, the authorised source and author of that view should be identified.

You must not express views on behalf of Baseball Queensland without official authorisation to do so, or to allow another person to reasonably misconstrue that a personal view represents the official position of Baseball Queensland. In circumstances where readers might reasonably conclude a personal view is representative of Baseball Queensland, the user must clearly state that the opinion expressed is that of the writer, and not necessarily that of Baseball Queensland, or words to that effect.

Baseball Queensland logos and trademarks are the property of Baseball Queensland and may only be used for approved Baseball Queensland documents.

6. PRIVACY

Baseball Queensland IT resources, systems and facilities are the property of the Baseball Queensland. Anything sent or received using the network, systems and facilities of Baseball Queensland will therefore be transmitted and stored on Baseball Queensland property (or on third party property on behalf of Baseball Queensland). Accordingly, it is likely to be reviewed by Baseball Queensland. This applies regardless of where you use Baseball Queensland IT resources.

- a) Baseball Queensland's email system may involve the storage of emails outside of Australia. To the extent that any of your emails contain any confidential or Personal Information (as that term is defined in the Information Privacy Act 2009), you acknowledge that data may be stored overseas.
- b) Baseball Queensland therefore reserves the right to monitor both usage and content of email messages, instant messages, discussion forums and visits to Internet sites using Baseball Queensland resources to:
 - a. identify inappropriate use;
 - b. protect system security;
 - c. maintain system performance;
 - d. protect the rights and property of Baseball Queensland;
 - e. determine compliance with policy and state and Commonwealth laws.
- c) Baseball Queensland also monitors and records network traffic including:
 - a. email and internet sites accessed;
 - b. usage data such as account names, source and destination accounts and sites;
 - c. user location data;
 - d. dates and times of transmission or access;
 - e. size of transmitted material;
 - f. other usage related data such as utilisation of wireless access points.

This information is used for accounting purposes, troubleshooting, systems management, analytics, user personalisation, and meeting legal and compliance obligations.

- d) Baseball Queensland reserves the right to inspect, copy, store and disclose the contents of the electronic communications of its employees and other authorised users (e.g. volunteers), to:
 - a. identify inappropriate use;
 - b. respond to a complaint;
 - c. respond to an investigation request;
 - d. verify an allegation of misuse

This can be done upon authorisation of the CEO, the Police or other Law enforcement agencies to assist in the investigation of any alleged offence. The contents of electronic communications, properly obtained for legitimate business purposes, may be disclosed without permission of the employee or authorised user.

- e) Monitoring and inspection can apply to personal and business use of intranet or internet services and personal and business-related electronic communications.
- f) You should always assume that everything you send by e-mail, instant messaging, post to a newsgroup or LISTSERV or post via a web site is totally public and might be read by people other than expected recipients.
- g) To ensure that critical personal data such as passwords are protected from being intercepted, misaddressed or misrouted, they must never be sent by email. All login pages must use secure protocols such as HTTPS and SSL encrypted LDAP.
- h) Any email messages or instant messages whether personal or business, may be accessed as documents under the Right to Information Act and may also be tendered in court as evidence

- i) You should always assume that any web site you visit will at least know the Internet address you are coming from and that the same is true for email that you send.

7. COPYRIGHT COMPLIANCE

Baseball Queensland is committed to compliance in its use of copyright material. All creative works, including software, media, databases and datasets are automatically protected by the Commonwealth Copyright Act 1968, which sets out the rights of copyright owners and users. In addition, use of copyrighted works are enabled by licences. Staff and volunteers are required to comply with copyright law and licences. Full information is available from the [Australian Copyright Council](#).

8. CONSEQUENCE OF MISUSE OR ABUSE

Baseball Queensland considers any breach of your responsibilities to be a serious offence and reserves the right to copy and examine files or information resident on or transmitted via Baseball Queensland Information Technology resources.

Failure to comply with Baseball Queensland IT policies may result in sanctions relating to the individual's use of IT resources (such as suspension or termination of access, removal of online material or closure of website services); the individual's employment (up to and including immediate termination of employment in accordance with applicable university policy); prosecution under State, Commonwealth and International Laws; or any combination of these.

9. DEVELOPMENT, REVIEW AND APPROVAL HISTORY

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1	Andrea Marshall	Chris Norrie	Board of Management	17/03/2022	17/03/2022