

Use of internet and email policy

1. Purpose:

To set out the principles for the use of government provided internet and email.

2. Effective date:

22 December 2015

3. Authority:

Premier of Queensland

4. Application:

This policy applies to Queensland public sector organisations ('agencies') and their employees.

5. Previous references:

Use of Internet and Electronic Mail Policy and Principles Statements (7 September 2007)

6. Related information:

Use of ICT Services, Facilities and Devices policy (IS38)

Policy:

7. Principles

- 7.1 Internet and email are important resources that assist the government in the effective and efficient provision of services to the Queensland community.
- 7.2 Use of government provided internet and email must predominantly be for official purposes.
- 7.3 Agencies may authorise personal use on such terms and conditions as is appropriate to the particular agency, taking into consideration obligations to ensure the effective and efficient use of public resources.
- 7.4 Any personal use remains subject to applicable legislation and policy, including but not limited to the *Public Service Act 2008* (or other employing legislation), the Code of Conduct for the Queensland Public Service (or applicable agency Code of Conduct), and agency email and internet policy.
- 7.5 Inappropriate use (whether personal or official) may result in:
 - a) disciplinary action in accordance with applicable legislation and/or policy
 - b) referral to a relevant law enforcement and/or oversight body (such as the Crime and Corruption Commission).
- 7.6 Agencies must ensure they develop, publish and communicate the agency's policy on the use of internet and email. Agencies must give specific consideration to the Use of ICT Services, Facilities and Devices policy (IS38), and its associated guidelines when developing their agency policy. Agency policies may be applied to other persons working with or for them, including but not limited to consultants, contractors and volunteers.

