



# NHILL & DISTRICT SPORTING CLUB INC.

## ICT ACCEPTABLE USE POLICY

### APPROVAL

This policy has been approved by the Committee of Nhill & District Sporting Club Incorporated at its meeting on 17 August 2015.

### POLICY REVIEW

This policy will be reviewed annually to ensure it remains relevant to Club operations and reflects both community expectations and legal requirements.

### DEFINITIONS

'the Club'	Nhill & District Sporting Club Incorporated.
'the Committee'	the committee of management of the Club.
'ICT'	Information, Communication and Technologies.
'ICT platforms'	Text messaging, Email, Club website, Facebook, tiqbiz smartphone app, other social media which includes, but is not limited to, activities such as: <ul style="list-style-type: none"><li>• Maintaining a profile page on social or business networking sites (such as LinkedIn, Facebook, Twitter or Instagram);</li><li>• Content sharing including Flickr (photo sharing) and YouTube (Video Sharing);</li><li>• Commenting on blogs for personal or business reasons;</li><li>• Taking part in conversations on public and private web forums (message boards).</li></ul>
'Club members'	all members, sponsors and other community stakeholders.
'nominated administrator'	a responsible person to manage the ICT platforms nominated by the Committee.

### PURPOSE

To ensure that Club members understand and adhere to Club rules on the appropriate use of its ICT platforms and the consequences of inappropriate use.

### POLICY

The Committee is committed to keeping everyone associated with the Club informed about Club matters and to provide up-to-date details of forthcoming events, competitions, schedule changes etc. To achieve this, the Club maintains ICT platforms which are to be used for the dissemination of information and are not a mechanism for Club members to hold discussions or to post comments. This policy covers all forms of social media, including but not limited to those described in the definitions above.

### POLICY STATEMENTS

- The intent of this policy is to include online content that might affect the Club, Club members and the reputation of sport in general. Club members should assume that all online content can be traced back to its origin. The Club considers all Club members to be its representatives.
- When using the internet for professional or personal pursuits, Club members must respect the Club's brand to ensure that the Club's intellectual property and the Club's relationships with other Club

members, sponsors and stakeholders are not compromised, or the Club, Club members, sponsors and stakeholders are not brought into disrepute.

- All Club members are expected to conduct themselves appropriately when using ICT platforms to share information with other members or when posting material on public websites or social media sites, whether connected directly or indirectly to the Club.
- The Club will attempt to keep its ICT platforms current and informative as a service to members.
- The Club will from time to time use its ICT platforms to present members with sponsor information and special deals. This will not be offered to sponsors related to the sale of alcohol or junk food outlets.
- The Committee will nominate a responsible person to manage the ICT platforms, who will not enter into any discussion using the Club's ICT platforms. Any discussions or postings are to be conducted outside of the Club's ICT platforms.
- The nominated administrator will be required to report any inappropriate use of the Club's ICT platforms to the Committee.
- The nominated administrator will have the right to deny access to any person who is not associated with the Club or who misuses the ICT platforms.
- Any person identified to be using the Club's ICT platforms inappropriately or for purposes other than those it was established for will be blocked, reported to the Committee and, dependent on the severity of the offence, will receive disciplinary action. There is zero tolerance for any online content deemed to be offensive, harassing, threatening, obscene, discriminatory or in violation of the law.
- Any person who has a concern about the content of the Club's ICT platforms is required to email the President at [nhillssportingclub@bigpond.com](mailto:nhillssportingclub@bigpond.com).
- The Committee reserves the right to close down all or any part of the Club's ICT platforms without notice if Club members do not adhere to the conditions of this policy.
- The Committee reserves the right to dismiss the nominated administrator if it is considered that this person is not acting in accordance with the conditions of this policy.
- The Club may hire use of the tiqbiz smartphone app to outside user groups (sporting) for an annual fee of \$50 (including GST) (payable in advance). Each user group must sign a Hire Agreement, nominate a responsible person to manage the app, and agree and adhere to the terms and conditions of this policy.

#### **INAPPROPRIATE USE INCLUDES, BUT IS NOT LIMITED TO -**

- Posting comments or images on the Club's ICT platforms. Any inclusions must be emailed to the nominated administrator.
- Creating or exchanging messages that are offensive, harassing, obscene, threatening, discriminatory or in violation of the law. Any misuse of this nature will result in an instant block from all or any part of the Club's ICT platforms and/or Club disciplinary measures. Any such breach is considered serious and the Committee may refer a Club member, if it is deemed necessary in the circumstances, to the police.
- Exchange of any confidential or sensitive information held by the Club relating to individuals, other Clubs or other community stakeholders.
- Exchanging information in violation of copyright laws, including the uploading or downloading of commercial software, games, music or movies.

#### **REFERENCE**

This policy is to be read in conjunction with [WorkSafe Victorian Country Football League Cybersafety Policy](#).