



OVERVIEW

Windsor Institute of Commerce Pty Ltd provides access to the vast information resources of the Internet to help you do your job faster and smarter, and maintain current business knowledge. The facilities to provide that access represent a considerable commitment of company resources for telecommunications, networking, software, storage etc. This Internet usage statement is designed to help you understand our expectations for the use of those resources, in particular the conditions of Internet and email usage and to help you use those resources wisely.

Whilst we've set down explicit requirements for Internet usage below, we'd like to start by describing our Internet Usage philosophy. First and foremost, the Internet for this company is a business tool, provided to you at significant cost. That means we expect you to use your Internet access primarily for business-related purposes, i.e. to communicate with customers /students and agents/suppliers, research relevant topics and obtain useful business information. We insist that you conduct yourself honestly and appropriately on the Internet, and respect the copy rights, software licensing rules, property rights, privacy and prerogatives of others, just as you would in any other business dealings. To be absolutely clear on this point all existing company policies apply to your conduct on the Internet, especially (but not exclusively) those that deal with intellectual property protection, privacy, misuse of company resources, sexual harassment, information and data security and confidentiality.

Unnecessary or unauthorised Internet usage causes network and server congestion. It slows other users, wastes time, consumes supplies and ties up printers and other shared resources. Unlawful Internet usage may also bring negative publicity for Windsor Institute of Commerce Pty Ltd and expose the company to significant legal liabilities.

The chats, newsgroups and email of the Internet give each Internet user, an immense and unprecedented reach to propagate company messages and tell our business story. Because of that power we must take special care to maintain the clarity, consistency and integrity of our organisation's image and posture. Anything any one employee writes in the course of acting for the Windsor Institute of Commerce Pty Ltd on the Internet can be taken as representing the company's corporate posture. That is why we expect you to forgo a measure of your individual freedom when you participate in chats or newsgroups on company business, as outlined below.

While our direct connection to the Internet offers large range of potential benefits, it can also open the door to some significant risks to our data and systems if we do not follow appropriate security discipline. As presented in greater detail below, that may mean preventing machines with sensitive data or applications from connecting to the Internet



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entirely, or it may mean that certain users must be prevented from using certain Internet features like file transfers.

The overriding principle is that security is to be everyone's first concern. An Internet user can be held accountable for any breaches of security or confidentiality.

Definitions for the purposes of these guidelines:

Document covers just about any kind of file that can be read on a computer screen as if it were a printed page, including the so-called HTML files read in an Internet browser, any file meant to be accessed by a work processing or desk-top publishing program or its viewer, or the file prepared for the Adobe Acrobat reader and other electronic publishing tools.

Graphics includes photographs, pictures, animations, movies, music or drawings.

Display includes monitors, flat-panel active or passive matrix displays, monochrome LCDs, projectors, televisions and virtual-reality tools.

Internet facilities or access includes email.



DETAILED INTERNET USAGE GUIDELINES

MANAGEMENT AND ADMINISTRATION

1. Internet Access and Usage

- The Windsor Institute of Commerce Pty Ltd has software and systems in place that can monitor and record all Internet usage. We want you to be aware that our security systems are capable of recording (for each and every user) each World Wide Web site visited, each chat, newsgroup or email message, and each file transfer into and out of our internal networks, and we reserve the right to do so at any time. No employee should have any expectation of privacy as to his or her Internet usage. Internet activity will be reviewed and usage patterns analysed, with the Board having sole discretion on whether the data becomes openly available to assure that company Internet resources are devoted to maintaining the highest levels of productivity.
- We reserve the right to inspect any and all files stored in private areas of our network in order to assure compliance with policy.
- Employees may not use their Internet facilities for non-business research or browsing during lunchtime or other breaks, or outside of work hours. The Windsor Institute of Commerce Pty Ltd Internet facilities may not be used to download or disseminate non-business information.
- Employees with Internet access may not use company Internet facilities to download entertainment software or games, or to play games either individually or against opponents over the Internet.
- Each employee using the Internet facilities of the Windsor Institute of Commerce Pty Ltd shall identify himself or herself honestly, accurately and completely (including one's company affiliation and function where requested) when participating in chats or newsgroups, or when setting up accounts on outside computer systems if such an action is within the scope of your duties.
- Only those employees or officials who are duly authorized to speak to the media, to analysts or in public gatherings on behalf of the Windsor Institute of Commerce Pty Ltd may speak/write in the name of the Windsor Institute of Commerce Pty Ltd to any newsgroup or chat room. Other employees may participate in newsgroups or chats in the course of business when relevant to their duties, but they do so as individuals speaking only for themselves. Where an individual participant is identified as an employee or agent of this company, the employee must refrain from any unauthorized political advocacy and must refrain from the unauthorized endorsement or appearance of endorsement by the Windsor Institute of Commerce Pty Ltd of any commercial product or service not sold or serviced by this company, its subsidiaries or its affiliates. Only those managers and company officials who are authorized to speak to the media, to analysts or in public gatherings on behalf of the Windsor Institute of Commerce Pty Ltd may grant such authority to newsgroup or chat room participants.
- Use of company Internet access facilities to commit infractions such as misuse of company assets or resources, sexual harassment, unauthorized public speaking and misappropriation or theft of intellectual property are prohibited by general company policy.



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- Updates for programs and virus scanners should be scheduled for off peak times.



2. Sexually Explicit Material

- The display of any kind of sexually explicit image or document on any company system is a violation of our policy on sexual harassment. In addition, sexually explicit material may not be archived, stored, distributed, edited or recorded using our network or computing resources.
- Since a wide variety of materials may be deemed offensive by co-workers, job seekers, customers or suppliers, it is a violation of company policy to store, view, print or redistribute any document or graphic file that is not directly related to the user's job or the business activities of Windsor Institute of Commerce Pty Ltd.
- The Windsor Institute of Commerce Pty Ltd uses independently supplied software and data to identify inappropriate or sexually explicit Internet sites. We may block access from within our networks to all such sites that we know of. If you find yourself connected accidentally to a site that contains sexually explicit or offensive material, you must disconnect from that site immediately, regardless of whether that site had been previously deemed acceptable by any screening or rating program.

3. The Law

- This company's Internet facilities and computing resources must not be used knowingly to violate the laws and regulations of Australia or any other nation, or the laws and regulations of any state, city, province or other local jurisdiction in any material way. Use of any company resources for illegal activity is grounds for immediate dismissal, and we will cooperate with any legitimate law enforcement activity. The Windsor Institute of Commerce Pty Ltd will comply with reasonable requests from law enforcement and regulatory agencies for logs, diaries and archives on an individual's Internet activities.
- No employee may use the Windsor Institute of Commerce Pty Ltd' Internet facilities to deliberately propagate any virus, worm, Trojan horse, or trap door program code.
- No employee may use the Windsor Institute of Commerce Pty Ltd' Internet facilities knowingly to disable or overload any computer system or network, or to circumvent any system intended to protect the privacy or security of another user.

4. Privacy, Ownership, Licensing and Downloading

- Any file that is downloaded must be scanned for viruses before it is run or accessed.
- Any software or files downloaded via the Internet onto the Windsor Institute of Commerce Pty Ltd network becomes the property of the Windsor Institute of Commerce Pty Ltd. Any such files or software may be used only in ways that are consistent with their licenses or copyrights.
- Employees with Internet access may not upload any software licensed to the Windsor Institute of Commerce Pty Ltd or data owned or licensed by the Windsor Institute of Commerce Pty Ltd without explicit authorisation of the Operations Manager or Chief Executive Officer.



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- No employee may use company facilities to knowingly download or distribute pirated software or data. Employees with Internet access may download only software with direct business use, and must arrange to have such software properly licensed and registered. Downloaded software must be used only under the terms of its license.
- Employees with Internet access may not use company Internet facilities to download images or videos unless there is an explicit business-related use for the material.
- The Windsor Institute of Commerce Pty Ltd retains the copyright to any material posted to any forum, newsgroup, chat or World Wide Web page by any employee in the course of his or her duties.
- Employees are reminded that chats and newsgroups are public forums where it is inappropriate to reveal confidential company information, customer data, trade secrets, and any other material covered by company policies and procedures. Employees releasing protected information via a newsgroup or chat – whether or not the release is inadvertent – will be subject to all penalties under existing data security policies and procedures.

TECHNICAL AND SECURITY

5. User IDs and Passwords

- User IDs and passwords help maintain individual accountability for Internet resource usage. To enhance security, you will be prompted to change passwords on a monthly basis. Any employee who obtains a password or ID for an Internet resource must keep that password confidential. Company policy prohibits the sharing of user IDs or passwords obtained for access to Internet sites.
- The Windsor Institute of Commerce Pty Ltd has installed a product to assure the safety and security of networks. Any employee who attempts to disable, defeat or circumvent this or any other company security facility will be subject to immediate dismissal.
- Files containing sensitive company data that are transferred in any way across the Internet must be encrypted.
- Computers that use their own modems to create independent data connections sidestep our network security mechanisms. An individual computer's private connection to any outside computer can be used by an attacker to compromise any company network to which that computer is attached. That is why any computer used for independent dial-up or leased-line connections to any outside computer or network must be physically isolated from company's internal networks.
- Only those Internet services and functions with documented business purposes for this company will be enabled at the Internet firewall.
- All employees granted Internet access with company facilities will be provided with a written copy of this policy. All Internet users must initial each page and sign this statement of acceptable usage at the end of this document.



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CONSEQUENCES

The computer systems of the Windsor Institute of Commerce Pty Ltd are the centrepiece of the company's operations. Without such systems we cannot conduct business effectively and the long-term viability of the company is threatened. Further to this, improper use may expose the Windsor Institute of Commerce Pty Ltd to legal action for things like harassment, violation of privacy regulations or violation of licensing laws to name a few of many potential claims.

Any unauthorised or improper use of the computer system of the Windsor Institute of Commerce Pty Ltd may result in summary dismissal or dismissal. Further to this, unauthorised or improper use of the computer system by staff member/ s may result in those individuals being personally liable for any losses incurred by the company as a result of their negligent action.

REVIEW AND FEEDBACK

The Internet Usage Policy of the Windsor Institute of Commerce Pty Ltd will be reviewed and updated where necessary on a biannual basis or, as changes to relevant laws require. At any time, feedback on the relevance, content or clarification of the requirements in this policy is welcome. Please consult the Principal Executive Officer.

STATEMENT OF UNDERSTANDING AND COMPLIANCE

I, have received a written copy of the Windsor Institute of Commerce Pty Ltd' Internet usage policy and read the same. I recognise that for the purposes of this document "Internet" includes email and general computer use. I fully understand the terms of this policy and agree to abide by them. I realise that the Windsor Institute of Commerce Pty Ltd's security software may record for management use the Internet address of any site that I visit and keep a record of any network activity in which I transmit or receive any kind of file. I acknowledge that any message I send or receive will be recorded and stored in an archive file for management use. I know that any violation of this policy could lead to dismissal or even criminal prosecution.

Printed Name: _____ Date: _____

Signature: _____