

Cybecom Pty Ltd t/as The Lime Zone

Computer Network and Internet Access Policy

Disclaimer

The Internet is a constantly growing worldwide network of computers and servers that contain millions of pages of information. Users are cautioned that many of these pages include offensive, sexually explicit, and inappropriate material. Users are further cautioned that it is difficult to avoid at least some contact with this material while using the Internet. Staff and users (herein referred to as "Users," or "User") accessing the Internet do so at their own risk and understand and agree that **The Lime Zone** (herein referred to as "Company," or "The Company") is not responsible for material viewed or downloaded by users from the Internet. To minimise these risks, your use of the Internet at **The Company** is governed by the following policy:

Permitted Use of Internet and Company Computer Network

The computer network is the property of The Company and is to be used for legitimate work and educational purposes. Users are provided access to the computer network to assist them in the performance of their tasks and education. Additionally, certain Users may also be provided with access to the Internet through the computer network. All Users have a responsibility to use The Company's computer resources and the Internet in a professional, lawful and ethical manner. Abuse of the computer network or the Internet, may result in disciplinary action, including possible termination, and civil and/or criminal liability.

COMPUTER NETWORK USE LIMITATIONS

Prohibited Activities. Without prior written permission from The Company, The Company's computer network may not be used to disseminate, view or store commercial or personal advertisements, solicitations, promotions, destructive code (e.g., viruses, Trojan horse programs, etc.) or any other unauthorised materials. Occasional limited appropriate personal use of the computer is permitted if such use does not a) interfere with the User's or any other staff person's job performance; b) have an undue effect on the computer or company network's performance; c) or violate any other policies, provisions, guidelines or standards of this agreement or any other of the Company. Further, at all times users are responsible for the professional, ethical and lawful use of the computer system. Personal use of the computer is a privilege that may be revoked at any time.

Illegal Copying. Users may not illegally copy material protected under copyright law or make that material available to others for copying. You are responsible for complying with copyright law and applicable licenses that may apply to software, files, graphics, documents, messages, and other material you wish to download or copy. You may not agree to a license or download any material for which a registration fee is charged without first obtaining the express written permission of the company.

Communication Of Trade Secrets. Unless expressly authorised to do so, Users are prohibited from sending, transmitting, or otherwise distributing proprietary information, data, trade secrets or other confidential information belonging to The Company. Unauthorised dissemination of such material may result in severe disciplinary action as well as substantial civil and criminal penalties under State and Federal laws.

DUTY NOT TO WASTE OR DAMAGE COMPUTER RESOURCES

Accessing The Internet. To ensure security, avoid the spread of viruses & malware, and to maintain The Company's Internet Usage Policies or Acceptable Use Policies, employees may only access the Internet through a computer attached to The Company's network and approved Internet firewall or other security device(s). Bypassing The Company's computer network security by accessing the Internet directly by personal connections or proxy avoidance techniques or by any other means is strictly prohibited.

Frivolous Use. Computer resources are not unlimited. Network bandwidth and storage capacity have finite limits, and all Users connected to the network have a responsibility to conserve these resources. As such, Users must not deliberately perform acts that waste computer resources or unfairly monopolise resources to the exclusion of others. These acts include, but are not limited to, sending mass mailings or chain letters, uploading or downloading large files, or otherwise creating unnecessary loads on network traffic associated with non-educational-related uses of the Internet.

Virus Detection. Files obtained from sources outside The Company, including files brought from home, files downloaded from the Internet, newsgroups, bulletin boards, or other online services; files attached to email, and files provided by other external parties, may contain dangerous computer viruses that may damage The Company's computer network. Users should never download files from the Internet, accept email attachments from outsiders, or use files from external sources, without first scanning the material with Company-approved virus checking software. If you suspect that a virus has been introduced into The Company's network, notify The Company immediately.

NO EXPECTATION OF PRIVACY

Staff and students are given computers and Internet access to assist them in the performance of their work and education. Staff should have no expectation of privacy in anything they create, store, post, send or receive using the company's computer equipment. The computer network is the property of The Company and may be used only for Company purposes.

WAIVER OF PRIVACY RIGHTS. User expressly waives any right of privacy in anything they create, store, post, send or receive using the company's computer equipment or Internet access. User consents to allow company personnel access to and review of all materials created, stored, sent or received by User through any Company network or Internet connection.

MONITORING OF COMPUTER AND INTERNET USAGE. The Company has the right to monitor and log and archive any and all aspects of its Computer system including, but not limited to, monitoring Internet sites visited by Users, monitoring chat and newsgroups, monitoring file downloads, and all communications sent and received by users via Email, IM & Chat & Social Networking.

BLOCKING SITES WITH INAPPROPRIATE CONTENT

The Company has the right to utilise hardware and software that makes it possible to identify and block access to Internet sites containing sexually explicit or other material deemed inappropriate by The Company.

BLOCKING SITES WITH NON-PRODUCTIVE CONTENT

The Company has the right to utilise hardware and software that makes it possible to identify and block access to Internet sites containing non-work-or-education-related content such as (but not limited to) Drug Abuse; Hacking; Illegal or Unethical; Discrimination; Violence; Proxy Avoidance; Plagiarism; Child Abuse; Alternative Beliefs; Adult Materials; Advocacy Organisations; Gambling; Extremist Groups; Nudity and Risqué; Pornography; Tasteless; Weapons; Sexual Content; Sex Education; Alcohol; Tobacco; Lingerie and Swimsuit; Sports; Hunting; War Games; Online Gaming; Freeware and Software Downloads; File Sharing and Offsite Storage; Streaming Media; Peer-to-peer File Sharing; Internet Radio or TV; Internet Telephony; Online Shopping; Malicious Websites; Phishing; SPAM; Advertising; Brokerage and Trading; Web-Based Personal Email; Entertainment; Arts and Culture; Education; Health and Wellness; Job Search; Medicine; News and Media; Social Networking; Political Organizations; Reference; Religion; Travel; Personal Vehicles; Dynamic Content; Folklore; Web Chat; Instant Messaging or IM; Newsgroups and Message Boards; Digital Postcards; Education; Real Estate; Restaurant or Dining; Personal Websites or Blogs; Content Servers; Domain Parking; Personal Privacy; Finance and Banking; Search Engines and Portals; Government and Legal Organisations; Web Hosting; Secure Sites; or Web-based Applications.

ACKNOWLEDGEMENT OF UNDERSTANDING

I have read and agree to comply with the terms of this policy governing the use of The Company's computer network. I understand that violation of this policy may result in disciplinary action, including possible cancellation or termination and civil and criminal penalties.

Printed Name: _____

Signature: _____

Date: _____

If this policy is being signed on behalf of students under the age of 18 by their parent or carer, please print the names of all students under your care to which this policy will apply:

Printed Name 1: _____

Printed Name 2: _____

Printed Name 3: _____