Document 2

National Disability Insurance Agency

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Search for content, documents and people

| Home | Service Delivery | Scheme Transition | Our Organisation | Corporate Services | Human |

Home > Human Resources > Employment conditions > Use of social media

Use of social media

Related Links

- APS Values and Co...
- ICT Security Policy (

Social media are emerging media which allow people to discuss and share information online. Tools which aid this interaction can include:

- Blogs – opinion articles and information that are regularly updated and commented on by others
- Wikis – web pages allowing users to collaborate and extend information by adding, removing and editing content collectively
- Podcasting – created by posting an audio file to a website which can then be downloaded via subscription
- RSS (Really Simple Syndication) – allows users to receive updated information from websites, blogs or podcasts without having to regularly visit the original site
- Tagging – keyword classification of content carried out by users which yields more relevant and useful search results
- Social networking sites such as Facebook, LinkedIn, Twitter, YouTube - provide a combination of tools designed to help people connect and share information with each other.

The NDIA recognises that you may use these and other social media in your personal time (outside of working hours) and does not intend to discourage nor unduly limit your personal communications or online activities. However, you should recognise the potential for damage to be caused (either directly or indirectly) to the Agency and, possibly other client groups, in certain circumstances through personal use of social media, particularly, if you can be identified as an Agency employee.

Employees are responsible for the content published from their social media platform and should be aware of the risks to ensure that any risk of damage or detriment is minimised.

You should not:

- Use Agency ICT resources for inappropriate purposes such as to harass, defame, abuse, disclose personal information, access or transmit pornographic material, nor for excessive personal use
- Imply that you are authorised to speak on behalf of the Agency or the government, or give the impression that any views you express are those of the Agency or the government
- Use or disclose any confidential information or personal information obtained in your capacity as an employee of the Agency

- Staff must not use ICT systems for unauthorised purposes including private commercial activities, illegally accessing a computing service, downloading or distributiny inappropriate, undesirable or offensive material. Such activities may result in disciplinary action including court prosecution.

The NDIA does accept some limited use for private purposes (e.g. email and internet), however, such use must be consistent with APS values and this ICT Security Policy (in particular, the ICT Acceptance Use and Security Breaches section of that document).

📄 Social Media Policy.docx

Maintained by: Human Resources
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Links: Accessibility help | Acknowledgement of country

NDIS Social Media: 🐦 Twitter

This is from **Working at the NDIA** presentation – it is delivered Day 1 of Induction as part of the NDIA Orientation.

<u>Slide 25</u>

Communication at the NDIA

Intranet – Announcements & Spotlight articles

Yammer

All staff emails

All staff forums

ndis National Disability Insurance Agency¶

Communication at the NDIA¶ Slide 25¤	There are many ways to keep updated and communicate with other NDIA staff including; the Notices on the Intranet home page, and Yammer. ··¶
	1. Notices: (Found on the front page of the NDIA intranet) The Notices page list all of the current news and updates for the Agency, subjects may include; changes to policy, regional site news and good news stories. It is good practice to just check this page every morning or so to ensure you are as up to date as possible.¶
	2. Yammer: (Can be found at NDIA intranet home page) You will need to set up your Yammer profile as this does not happen automatically. ·· Is everyone familiar with Facebook? Yammer is Facebook for the workplace – with the APS code of conduct and NDIA values being upheld with all usage! ·· Only people with an ndis.gov.au email address will be able to access the Agency's yammer page.¶
	Yammer can be used in a variety of ways. For example:¶
	Step 1: Post a question to your network. ¶
	Step 2: Contribute to a conversation in your network. ¶
	Step 3: Thank or acknowledge those who have contributed to your post at the end of the day¶
	3. All staff emails: Periodically senior executive staff will send out emails to all staff to provide information on any changes, updates etc within the Agency.¶
	4. All staff forums: these are scheduled each quarter and aim to provide staff with information updates particularly in relation to the rollout of full scheme.¤

National **disability**insurance Agency

7 of 10

ICT Security

Email and Internet usage:

- Limit personal use of email and internet and close down sessions when not in use

- Your activities on the network are logged (and may be used as evidence in security or Code of Conduct investigations)

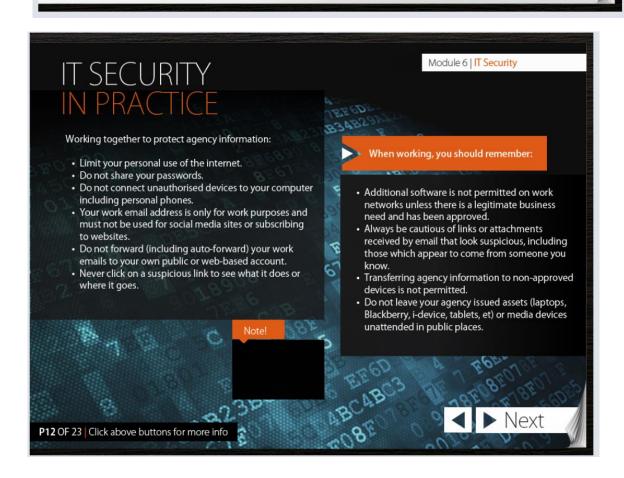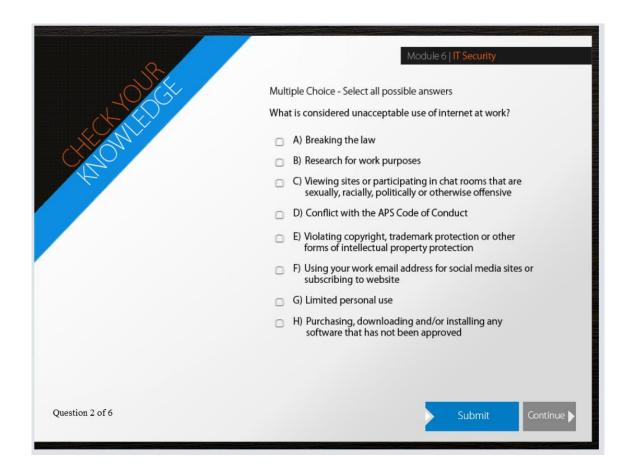- Do not send official information to or from webmail accounts

- Don't make inappropriate comments on social networking internet sites.

- If something seems suspicious, it probably is
  - don't click and do report immediately

Security Awarebess ELearning - MANDATORY

CHECK YOUR KNOWLEDGE

Multiple Choice - Select all possible answers

What is considered unacceptable use of internet at work?

- [ ] A) Breaking the law
- [ ] B) Research for work purposes
- [ ] C) Viewing sites or participating in chat rooms that are sexually, racially, politically or otherwise offensive
- [ ] D) Conflict with the APS Code of Conduct
- [ ] E) Violating copyright, trademark protection or other forms of intellectual property protection
- [ ] F) Using your work email address for social media sites or subscribing to website
- [ ] G) Limited personal use
- [ ] H) Purchasing, downloading and/or installing any software that has not been approved

Question 2 of 6

Submit   Continue ▶

9 of 10