



Policy on Use of Computers

Introduction

In common with all broadcast organisations, KCR makes extensive use of computers and computerised equipment to facilitate our production and transmission processes. Unlike many stations, KCR's tower and transmitter are not adjacent to the studios but located over 3 Km away behind the City of Kalamunda Offices at 2 Railway Road, Kalamunda. This adds to the difficulty of maintaining an uninterrupted transmission. It also means that when technical issues occur at the transmitter remedial action requires a technical volunteer to travel to the transmitter site. The broadcast signal from the Studio to the Transmitter is carried on the internet. This means that an uptime of 100% cannot be achieved with the current equipment we use and that nothing should be done which interferes with the stability of the internet. Presenters and other volunteers need to make allowances for this. Anything which could interrupt KCR's internet service must be avoided.

Policy

All computers and computerised equipment have been set up in the most efficient way. Only technical volunteers are permitted to make changes to such equipment. In particular:

- No changes should be made to any programs displayed on Studio computer screens which should only show the Time, Weather and Main Roads Traffic Information on the left-hand screen, and the Cartwall Sweeps/Messages right-hand screen. Should anything not be working Presenters should not attempt to make their own modifications but must consult a technical volunteer.
- No other software is permitted to be installed on these computers.
- The physical positioning of the Studio computer screens have been set to the optimum position and should not be adjusted by Presenters.
- Only authorised persons can use other computers at the Studios, i.e., the Administration and Programming computers, the Loggers, and the Standby Music.
- Presenters may use the Station Wi-Fi to look up information on websites such as Wikipedia on their own laptops, tablets or phones.
- No illegal, obscene, derogatory, racial, or other such material may be accessed using the Station Wi-Fi. Large files of any sort including, but no limited to, music files, videos, computer software may not be downloaded. KCR computers must not be used to access personal e-mails.
- Any personal computers or similar devices brought into the Studios must be "Tested and Tagged" for electrical safety and have adequate anti-virus programs. Any USB devices such as memory sticks or external hard drives must be regularly scanned for viruses.
- Those volunteers who access official KCR e-mails should take care not to open suspicious attachments or click on suspicious links. Anybody who has concerns that they may have done so must inform a technical volunteer immediately. The consequence of ransomware is catastrophic.