

CAWSTON PARISH COUNCIL & COMMUNITY HALL

Acceptable internet use policy

Use of the internet by Volunteers and Cawston Parish Council Staff at The Community Hall is permitted and encouraged where such use supports the goals and objectives of the business.

However, Cawston Parish Council has a policy for the use of the internet whereby Volunteers and CPC staff must ensure that they:

- comply with current legislation
- use the internet in an acceptable way
- do not create unnecessary business risk by their misuse of the internet

Unacceptable behaviour

In particular the following is deemed unacceptable use or behaviour by Volunteers and CPC Staff:

- visiting internet sites that contain obscene, hateful, pornographic or otherwise illegal material
- using the computer to perpetrate any form of fraud, or software, film or music piracy
- using the internet to send offensive or harassing material to other users
- downloading commercial software or any copyrighted materials belonging to third parties, unless this download is covered or permitted under a commercial agreement or other such licence
- hacking into unauthorised areas
- publishing defamatory and/or knowingly false material about Cawston Parish Council or The Community Hall, your colleagues and/or our customers on social networking sites, 'blogs' (online journals), 'wikis' and any online publishing format
- revealing confidential information about Cawston Parish Council or the Community Hall in a personal online posting, upload or transmission - including financial information and information relating to our customers, business plans, policies, staff and/or internal discussions
- undertaking deliberate activities that waste volunteer and staff effort or networked resources
- introducing any form of malicious software into the network

Company-owned information held on third-party websites

If you produce, collect and/or process business-related information in the course of your work, the information remains the property of Cawston Parish Council or the Community Hall. This includes such information stored on third-party websites such as webmail service providers and social networking sites, such as Facebook and LinkedIn.

Monitoring

Cawston Parish Council accepts that the use of the internet is a valuable tool. However, misuse of this facility can have a negative impact upon productivity and the reputation of the business.

Agreement

All Volunteers, contractors or temporary staff who have been granted the right to use the Community Hall computers are required to sign confirming their understanding and acceptance of this policy.

Signed:

Dated: