

# **BRIDLINGTON TOWN COUNCIL**

## **INFORMATION TECHNOLOGY POLICY**

### **General Statement**

The Town Council recognises that the spread of electronic communications and access to multiple sources of information and access through the internet is an increasing and necessary part of work for everyone.

This accessibility confers many advantages but also brings risks which need to be taken into account. Recent events in several employment sectors have shown that it is in both the employer's and the employee's interest to have an appropriate policy in place relating to the use of information technology.

### **Policy**

- 1.** All members of staff are required to read and to comply with the conditions of the policy in respect of the way in which information technology is used. The policy includes all council computers.
- 2.** The Council recognises that reasonable use of e-mail facilities to communicate brief personal non-offensive messages is acceptable and is a privilege that the Council is prepared to allow, but the amount of time spent must not be abused or it will be stopped.
- 3.** The Council recognises that access to professional information by e-mail or through websites is a necessary requirement of the job for all Staff and is permitted.
- 4.** Staff are expected to use technology in a courteous, reasonable, and responsible manner.

The following activities are not acceptable, and anyone found to be involved in them may face disciplinary action. In certain instances, the matter will be considered to be gross misconduct:

- Receiving, sending, or displaying offensive messages or pictures,
- Using obscene language,
- Improper use of e-mail,
- Damaging computers, computer systems or computer networks,
- Violating copyright laws,
- Using others' passwords and identities (unless authorised),
- Trespassing in others' folders, works, or files,
- Intentionally wasting limited resources,
- Employing the Council's systems for commercial purposes,
- Employing the Council's systems for illegal activities.

- 5.** The Council encourages electronic communications.
- 6.** The Council cannot control and is not responsible for the accuracy or content of information gathered over the internet. Security is maintained by appropriate software, internal computer security settings and passwords.
- 7.** It is a requirement of the Council and the duty of all staff to avoid deliberate use of the Council's internet connections and technology for inappropriate personal use. Staff should immediately alert the Clerk, or Chairman, as appropriate, of any suspect material found stored on a computer or elsewhere on the premises.
- 8.** The Council is prepared to allow staff the use of the Council's internet connections for personal access to the internet if this is carried out in their own time and whilst there is no cost to the Council. Council staff should not store personal information on council systems, this includes passwords etc.
- 9.** The computer equipment and software must be used as installed and staff may not install, uninstall, delete, or change anything on a Council computer or laptop without the express authority of a proper officer of the Council.
- 10.** The Council uses a virus checker on its computers and staff are forbidden to load data disks, flash drives or use any portable storage devices which have not been virus checked by the system.
- 11.** Access to chat rooms and gaming is not permitted on Council computers.
- 12.** Any concerns on the policy must be raised with the Clerk, or the Chairman as appropriate, in the first instance and will be resolved, if necessary, by the Staffing Committee or the Town Council.
- 13.** This policy is subject to the normal grievance and disciplinary rules.

I have read the policy and agree to abide by it. Once signed the policy is to be retained in the member of staff's Personnel Folder.

Signed: \_\_\_\_\_ Print name: \_\_\_\_\_ Date: \_\_\_\_\_