

POWYS CHALLENGE

Registered Charity Number 1091494 Company No: 4350654

USE OF INTERNET AND E-MAIL

INTRODUCTION

The Internet is a rich source of information and is provided to enable staff and volunteers to research and provide support to enable them to perform to the highest quality.

Responsibilities of Internet Users

All staff and volunteers are responsible for ensuring that their Internet usage is ethical and lawful. The downloading of text or images which contain material of an offensive, indecent or obscene nature is prohibited.

Staff and volunteers must not install or connect any equipment without consultation with Powys Challenge IT Officer. Staff and volunteers must not connect to any other network or Internet provider without consultation with Powys Challenge's IT Officer.

Users must never attempt to transmit, or cause to be transmitted any message in which the origin is deliberately misleading.

Any software or files downloaded via the Internet onto Powys Challenge equipment may be used only in ways that are consistent with their licences or copyrights.

No user may use the facilities of Powys Challenge knowingly to download or distribute illegal software or material.

No user may use Powys Challenge's Internet facilities to propagate deliberately any virus.

Users may use the Internet for appropriate personal use outside normal working hours such as performing non-profit or community service.

Users may participate in professional or civic associations, retrieving news stories and other information of general interest.

Users may pursue reasonable hobbies or recreational interests with authorisation for their Line Manager.

Chats and newsgroups are public forums and confidential or personal information must not be revealed; therefore all chat is prohibited.

Auditing

Technical staff must be given access to the users PC when requested, and the user must comply with the Data Protection.

It is the responsibility of ICT to review regularly the content of the Internet Usage policy