

BARBY & ONLEY PARISH COUNCIL

IT Policy

Barby & Onley Parish Council – policy on use of IT equipment

Purpose

Barby & Onley Parish Council's internet equipment is provided to support the organisations legitimate business requirements and used solely by the Parish Clerk. Limited use of the email facility to send email messages for personal purposes is regarded as acceptable provided that the conditions as specified in this policy have been fulfilled.

Equipment

The IT equipment, associated hardware and software are the property of Barby & Onley Parish Council. As the authorised user you are responsible for its safe keeping and appropriate use. You must not attempt to modify or alter the hardware without the permission of the Parish Council. Similarly you must not attempt to modify, delete or alter the set up of the Windows environment or any software loaded on our workstations. You should not install any software at all, without permission.

Do not make illegal copies of our software for use by yourself or third parties, or in any way violate our software licence agreements.

Faults

In the event of any hardware or software fault please seek advice from the Chairman or his authorised representative.

Acceptable Use of the Internet

Intentional use of Internet resources to access, transmit or retrieve any material or communications that are obscene, pornographic, or sexually explicit; of a discriminatory or harassing nature or which are derogatory to any individual or group; or are threatening in nature is prohibited.

You should not download files, including application and games that are not connected with your work for Barby & Onley Parish Council. Any sites which require registration or payment for services must not be accessed without due approval of the Council.

