



## **Computer Usage Policy and Procedure**

<b>Person Responsible</b>	<b>Director of Adult Services</b>
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## Document History

Date	Author/Editor	Summary Of Changes	Version No.
May 2019	Bryan Inglis	New Policy	1
Sept 2022	Iain Dodds	Review of policy 1	2

Please note that the only valid version of the policy is the most recent one. Whilst this document may be printed, the electronic version posted on the main drive is the controlled copy. Any printed copies of this document are not controlled.

### CONSULTATION AND RATIFICATION SCHEDULE

Name of Consultative Body	Date of Approval
SMT	May 2019
SMT	Sept 2022

### CROSS REFERENCE TO OTHER POLICIES / STRATEGIES

This policy should be read in conjunction with:	Detail
None	

**KEYWORDS:** Company PC, internet, email

## ***Computer usage***

Employees must keep their passwords confidential and must not disclose them to any other party.

Employees are not permitted to load any software on to the Company's computer system without Management's prior permission.

On the termination of employment, or at Management's request, employees must return all information that they have in a computer compatible format to a nominated member of staff.

All information, programs and systems created by employees during their employment with the Company will remain the property of the Company.

Employees are not permitted to play computer games in Company time or on Company terminals or laptops.

## ***Email***

The Company gives designated employees access to an email facility in order to improve business communication and efficiency.

This is the primary purpose of this facility and although personal emails are permitted, the primary purpose of this facility should be remembered. The Company would ask its employees not to abuse the facility.

With this in mind it is important that emails are not used to spread gossip or to distribute information, jokes or graphics that are or could be said to be, any of the following:

- sexist or sexual in nature,
- racist or otherwise discriminatory,
- obscene,
- offensive,
- defamatory,
- malicious and/or unacceptable nature,
- otherwise conflicting with the interests of the Company.

The distribution of chain letters by email is also expressly forbidden.

Employees must not use emails to distribute information that is confidential in nature, unless the permission of the customer and/or Management has been given in advance.

Employees must not use emails to distribute anything that is copyright protected or to pursue or promote personal business interests.

If in doubt, Management guidance should be sought.

Messages sent by email could give rise to legal action against the Company.

It is therefore important that thought is given to the content of all emails and that hard copies are taken when necessary.

The Company reserves the right to retrieve messages in order to assess whether the facility is being used for legitimate purposes, to retrieve information

following suspected computer failure or to investigate alleged acts of wrongdoing. The Company will not, however, monitor emails as a matter of course.

Misuse of the email facility will result in disciplinary action.

## ***Internet use***

Employees have a duty to use the Internet responsibly.

Employees must not access or display any sites or pages that are sexually explicit or offensive.

Breach of this rule may result in dismissal.

If an employee receives information from, or accesses any such site unintentionally, the computer must be closed down or disconnected from the network and Management must be informed immediately.

Although sensible and limited personal use of the Internet is permitted, the Company reserves the right to take disciplinary action against employees where their usage is such as to amount to an abuse of this rule.

The use of social networking sites during working time or on Company terminals or laptops is not permitted and is a breach of Company rules.

Employees using social networking sites away from work must ensure that, if adding personal news items, they do not include reference to the Company by name or by photograph, or to any employee, client, customer or any other person or organisation connected with the Company, or any of their relations or friends.

Failure to comply with this policy will be treated as a serious breach of the rules and may result in disciplinary action being taken, up to and including summary dismissal.

Any use of social networking sites that brings the Company into disrepute or breaches the equal opportunities and discrimination policy or harassment policy, will be regarded as gross misconduct and will result in summary dismissal.

Any method of electronic information interchange is also subject to GDPR rules, therefore the user must ensure that information exchanged complies with current GDPR guidelines.

Generally speaking, client and employee information must be sent in such a manner that only the intended receiver will understand the information or could identify the person being discussed.