

Copeland Borough Council

Draft Acceptable Use Policy August 2005

1.1.1 Business and personal use

The communications systems are provided for business use. However, occasional and reasonable personal use is permitted if such use:

- Does not interfere with work performance;
- Is conducted outside of scheduled hours of work, except where this is urgent or there is an emergency e.g. to contact a child's school or to check on an elderly parent;
- Does not contravene the Unacceptable Use guidelines below;
- Is conducted in a professional manner at all times

1.1.2 E-Mail use

Electronic messages are legal documents. They are admissible as evidence in legal proceedings and have successfully been used in libel cases. You should be sure of the information you are supplying via e-mail and remember that in some cases you may be entering into a legal contract to which the Council will be bound. Do not transmit anything via e-mail that you would not be comfortable writing in a letter or a memorandum.

Emails Sent outside the council email system must have a valid email disclaimer attached. This is provided by the Council email system.

E-mail is seldom private and confidential, even if messages are marked as such. Matters of a personal or sensitive nature should not be transmitted via email. At all times, you should remember that once information enters an e-mail system it could potentially be transmitted to anyone with an e-mail account.

Copeland Borough Council IT department can provide a secure encrypted email service where required to secure transmitted email.

1.1.3 Unacceptable use

Misuse of the Internet, e-mail or electronic storage facilities can have a potentially damaging effect on both the individual and the Council.

The following outlines some of the restricted uses of these communications media. However, these lists are not exhaustive and all individuals are encouraged to consider the possible effects of the ways in which they use e-mail and the Internet. If in doubt please consult your line manager or Human Resources.

Unacceptable Internet and e-mail use includes, but is not limited to:

- Accessing, downloading, uploading, saving, receiving or sending material that includes:
 - Sexually explicit content;
 - Illegal content;

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- Sexist, racist, threatening, demeaning, violent, offensive or defamatory language or content;
- Content likely to bring the Council, any associated Company, any client or supplier or any Member, employee, adviser or consultant into disrepute;
- Screensavers, or wallpapers
- Gambling;
- Chat rooms;
- Chain mail;
- Engaging in any illegal activity;
- Introducing any kind of virus, worm, Trojan horse, or trap door program;
- Attempting to disable or compromise security of information contained on the Council's system;
- Attempting to access any system other than your own without the appropriate permissions, and this includes colleagues' e-mail inboxes and storage areas;
- Posting any information on the Internet unless done so as part of your role (eg, posting Council information or job advertisements);
- E-mailing any video files or executable files;
- Using Internet 'tickers' that are permanently on screen (eg, sports scores or news item pages);
- Subscribing to news groups and mailing lists, unless the subscription is for a work-related purpose. Any other subscriptions are prohibited.
- Breaching copyright laws through downloading, posting or distributing information without the express permission of the copyright holder.

The Council reserves the right to block access to any sites that we deem as inappropriate.