



Acceptable Use Policy	Approved By:		 
	Date:		
	Next Review Date:		
	Department:	IT	

1. Scope

- 1.1. This policy applies to all staff, Members, agency workers and contractors or anyone else that has access to or uses the joint Stevenage & East Herts ICT network.

2. General usage

- 2.1. Users need to take reasonable care of the equipment provided for the execution of their duties,
- 2.2. Any damage or loss of equipment must be reported to the ICT department straight away.
- 2.3. Reasonable physical protection of the device must be taken to prevent damage or theft.
- 2.4. Users must not knowingly attempt to run or load any program on the ICT systems without express permission and knowledge of the ICT department.
- 2.5. Users must abide by the security measures put in place and not take any actions which would circumvent them.
- 2.6. ICT equipment remains in the ownership of the council and must be surrendered on demand by the ICT department for upgrading or inspection.
- 2.7. Council equipment is not to be used for any private business activity.
- 2.8. Users must not connect any privately owned ICT equipment to the council's networks without express permission of the ICT department.
- 2.9. Users must not alter or upgrade any supplied equipment.
- 2.10. Users must not allow any others to use equipment supplied to them for the execution of their duties.

3. Monitoring usage

- 3.1. Users should be aware that all electronic communication and internet activity may be monitored for security reasons. Any improper use may result in disciplinary action.

4. Email

- 4.1. The councils email system is for business use; however reasonable personal use is permitted but this should be during lunch breaks or before or after starting work.
- 4.2. Permanent forwarding rules to external email address are not to be created. Setting up such rules would be a disciplinary matter
- 4.3. User must not knowingly:
 - 4.3.1. Pass on chain mail emails.
 - 4.3.2. Send information that constitutes a breach of data protection rules under the Data Protection Act 2018 or General Data Protection Regulation 2016.
 - 4.3.3. Make abusive, derogatory or defamatory statements.
 - 4.3.4. Send or exchange information which could bring the council into disrepute.
 - 4.3.5. Download executable files (files which run a program).
 - 4.3.6. Open any links in emails which are not expected or not from a recognised source. This is to prevent phishing attacks on the councils systems.

5. Passwords

- 5.1. Users must not share their password with anyone.
- 5.2. Users must not write their passwords down.
- 5.3. Passwords must abide by the password complexity rules.

6. Internet usage

- 6.1. Users are allowed reasonable use of internet personal browsing but this should be during lunch breaks or before or after starting work.
- 6.2. Users will only access the internet when they are logged in with their own credentials.
- 6.3. Councils email addresses are not to be used for registering to web sites for personal use.

- 6.4. Access to inappropriate sites will be blocked by the council systems, if access to such sites is required for staff's duties exemptions can be made by the ICT department.
- 6.5. Files are not to be uploaded from the councils systems to any site (e.g. dropbox or facebook) unless authorised by the ICT department.
- 6.6. Segments of data removed from council documents should not be used or republished outside the councils network without explicit permission, unless as part of the normal course of duties.

7. Telephone Usage

- 7.1. Reasonable use of telephones for personal calls is allowed but this should be during lunch breaks or before or after starting work.

8. Data protection

- 8.1. Users must abide by the Data Protection Act 2018 or General Data Protection Regulation 2016 to protect data under their control.
- 8.2. Data must be protected from misuse and must not be supplied to any persons who do not have legal permission to obtain or view that data.
- 8.3. Users will not view, disseminate or process the data they have access to in any way expect in performance of their duties.

Document Version History	Created by	Date	Approved by	Description of Change
0.01	Simon Russell			Created document in draft form for presentation to appropriate committees for approval