



Acceptable Internet Use Policy (Adopted on xx/xx/xxxx)

Use of the internet by Councillors or employees using electronic equipment supplied by Copythorne Parish Council ("the Council") is permitted and encouraged where such use supports the goals and objectives of the Council.

However, the Council has a policy for the use of the internet whereby Councillors and employees must ensure that they:

- Comply with current legislation
- Use the internet in an acceptable way
- Do not create unnecessary risk to the Council by their misuse of the internet.

Unacceptable behaviour

In particular the following is deemed unacceptable use or behaviour by Councillors or employees:

- Visiting internet sites that contain obscene, hateful, pornographic or otherwise illegal material
- Using Council supplied electronic equipment to perpetrate any form of fraud, or software, film or music piracy.
- Using the internet to send offensive or harassing material to other users
- Downloading onto Council supplied electronic equipment commercial software or any copyrighted materials belonging to third parties, unless this download is covered or permitted under a commercial agreement or other such licence
- Hacking into unauthorised areas
- Publishing defamatory and/or knowingly false material about the Council, your colleagues and/or our parishioners on social networking sites, "blogs" (online journals) and any online publishing format.
- Revealing confidential information about the Council in a personal online posting, upload or transmission – including financial information and information relating to exempt item discussions
- Introducing any form of malicious software onto the Council's computers or network

Please note additional programmes including "Apps" should only be added to Council supplied electronic equipment after their addition has been agreed by the Clerk.

Monitoring

The Council accepts that the use of the internet is a valuable communication tool. However, misuse of this facility can have a negative impact upon the reputation of the Council; its members; or its staff.

The Council maintains the right to monitor the volume of internet and network traffic, together with the internet sites visited. The specific content of any transactions will not be monitored unless there is a suspicion of improper use.

Sanctions

Where it is believed that a Councillor or employee has failed to comply with this policy, they will face the suspension or loss of the Council property. In severe cases they may face further sanctions up to and including censure and removal from committees in respect of a Councillor and the termination of their contract in respect of an employee.

Agreement

All Councillors and employees who have the use of Council supplied electronic equipment are required to sign this agreement confirming their understanding and acceptance of this policy.

I have read and understand the internet acceptable use policy and agree to comply with it.

Councillor/employees name:

Signature:

Date: