COMPUTER USE POLICY

The use of computers within the organisation is a regular and necessary activity. In order to meet the demands both of good office practice and of national legislation Pillar Kincardine has developed the following guidelines, which should be adhered to as formal policy.

PERSONAL USE OF COMPUTER EQUIPMENT

Computing equipment is provided for the use of employees and volunteers to conduct business on behalf of Pillar Kincardine. Some reasonable personal use is acceptable, but it:

- o should not interfere with your own work, or the work of colleagues
- o should have no cost implications for the organisation either through use of work time, download usage or materials such as paper and printer ink
- o must not include personal commercial use
- o must adhere to the Use of the Internet guidelines below

Pillar Kincardine has the right at any time, within the bounds of law, to access electronic communications and computer files for maintenance and monitoring purposes. Users should therefore be aware that they should not store communications or files that they wish to remain private. Once an individual leaves its employment, Pillar Kincardine can remove and destroy any files at its discretion.

SECURITY AND CONFIDENTIALITY

It is the legal responsibility of the user to ensure that any confidential work information held on the computer is protected by appropriate passwords or other means, including encryption.

Particular care should be taken of laptops and other portable equipment. Users are required by law (e.g. the Data Protection Act) to take appropriate measures to safeguard not only personal data but also equipment used to process it.

It is the responsibility of the user, in conjunction with Pillar Kincardine, to ensure that there is suitable virus protection on the computer, and to treat suspicious emails with caution.

Users should at all times be vigilant, and should not transfer any files, either by email or on disc, if they have any doubts about virus security.

USE OF THE INTERNET

The internet can be a useful tool both as a source of information and as a means of communication, but it is important that this resource is not abused.

INAPPROPRIATE USE OF THE INTERNET

Pillar Kincardine computers should at no time be used:

- To download, store, view or transmit any material which is, or may be considered to be defamatory, inflammatory, discriminatory, racist, obscene or in any way offensive. Users of the facilities should be aware that possession or transmission of such material **may be a criminal offence and subject to severe penalties in law**
- To harass, abuse or make any other personal or collective communication
- To misrepresent the organisation, or in any way bring it into disrepute
- Note: It is conceivable that potentially objectionable material might be downloaded for documentary purposes – for example, to illustrate bad practice in a field where Pillar Kincardine or related agencies are seeking to improve service provision. In such cases individuals should exercise care and discretion. If necessary they should seek the advice of the Service Manager.

PERSONAL USE OF THE INTERNET

As with all other Pillar Kincardine equipment, the essential purpose of computing equipment is Pillar Kincardine business. Some incidental personal use of the internet is acceptable but must be treated with a sense of responsibility. The same rules apply as in the general case of personal use of the computers as above.