



## Malton Town Council Computer & Telephone Misuse Policy

### **1 Purpose**

This document formalises how ICT and associated equipment should be used by people employed by External Agencies, working for Malton Town Council.

### **2 Scope**

Computer equipment, software, data access and services provided by Malton Town Council. For use in conducting Council business is supplied on the following terms and conditions as set out below.

### **3 General**

- 3.1 These Conditions of Use may be modified from time to time, in response to changing circumstances of an operational, legislative or technological nature.
- 3.2 Periodic checks may be made by Internal Audit or staff to ensure compliance with these conditions. Where required to do so you must disclose passwords for this purpose.

### **4 Ownership**

- 4.1 The computer equipment, software, data access and services provided are the property of Malton Town Council. The equipment shall be recorded in the inventory of IT equipment and software, which is maintained by Malton Town Council. They are provided for the duration of your work with the Authority.
- 4.2 At the end of that period services provided will be terminated and computer equipment and software must be returned to Malton Town Council in full working condition.
- 4.3 If equipment has been lost or damaged whilst on loan, a charge may be made for its replacement or repair.

### **5 Installation**

- 5.1 The equipment, software and services will be prepared for your use by an officer of Malton Town Council.
- 5.2 Malton Town Council will be responsible for supplying the equipment and any leads necessary to operate the equipment.

### **6 Training**

- 6.1 It is the responsibility of the clerk to ensure that every member of staff working on Malton Town Council systems has been given sufficient training to use the systems.

### **7 Use Of Computer Equipment and Software**

- 7.1 The equipment and software are provided for use in respect of Malton Town Council business
  - 7.2.1 Where a virus is suspected/detected, the matter must be reported to the clerk immediately. Until virus repair is affected, an infected PC must not be used.
  - 7.2.2 Software or programs (including screen savers and wallpaper), must not be downloaded from the Internet or installed from removable media. This includes programs or software available for trial purposes or those that are free of charge.
  - 7.2.3 No software can be loaded onto Malton Town Council ICT equipment.

7.2.4 No data to be stored on portable IT equipment.

7.2.5 Where stolen equipment and/or software are recovered; or where it is suspected that equipment or software have been tampered with, they must returned to the clerk.

## **8 Risk Management And Insurance**

8.1 As part of its risk management and risk financing arrangements, the Council maintains insurance on the equipment provided to you, including cover against the perils of theft, accidental damage, malicious damage and fire.

8.2 All computer equipment must be secured from theft or unauthorised use as far as is practical.

8.3 If you travel with a laptop or other equipment, it should not be left in an unattended vehicle unless there is no other option, in which case it should be secured out of sight in the boot. There is no insurance cover for losses arising from unlocked vehicles, hotel rooms or other unsecured situations. Therefore, you should be especially careful when taking a laptop away from Council offices, as you will be liable for any such loss.

8.4 Any loss of, or damage to, the equipment should be reported as soon as possible to the clerk in the first instance and any criminal damage should be reported to the Police.

## **9 Internet Access and Electronic Mail**

9.1 Internet access, electronic mail, electronic diaries and associated services may be made available for your use, if required in connection with Council business.

9.2 The policy for Acceptable use of the Internet must be adhered to at all times.

9.3 If required, email will be provided using the corporate email service. You will be provided with an official Council electronic mail address. You are requested to monitor and manage your electronic mail and calendar on a regular basis, preferably daily.

9.4 While the corporate electronic mail system is provided primarily for official business, personal use is permitted provided it complies with the Council's policies and guidelines, and such use does not hamper or conflict with official business.

9.5 In accordance with the Telecommunications (lawful business practice) Interception of communications regulations, the Council may lawfully view and monitor all email created, sent, forwarded, received or saved on the corporate email system without prior notice, and reserves the right to do so. You are therefore advised to think carefully before the facilities provided are used to communicate personal or sensitive information. The nature and content of electronic mail should be considered carefully and treated in the same way you would conventional mail.

9.6 The Council may also lawfully view and monitor all internet access, and reserves the right to do so.

9.7 You are reminded that Council facilities may only be used for lawful purposes. Viewing or transmission of any material which may be regarded as offensive or in violation of any UK law or legislation is not permitted. Such material may include copyright material, material judged to be threatening, pornographic, obscene or sexually explicit and material protected by trade secret.

## **10 Probity**

10.1 All officers and members are reminded that you are bound by the National Code of Local Government Conduct and that the general principles contained within the Code also apply to specific instances, such as the use of the Internet, Intranet or e-mail. You should ensure that your conduct accords with the requirements of the National Code and that of Malton Town Council's Code of Conduct. Other people who work in council offices will be expected to act in a manner that complies with these codes.

10.2 Any allegations of breach of the Code will be referred to the Head of Service for investigation.

**11 Support**

- 11.1 Any computer equipment or software problems which occur should be reported to the clerk.
- 11.2 In the event that the equipment suffers a complete hardware malfunction, Malton Town Council will be responsible for putting the equipment back to the condition in which it was first supplied. Malton Town Council will also reinstate, in so far as is reasonable and possible, information and data secured from the most recent back-up.

**13 Consumables**

- 13.1 Malton Town Council will provide consumable items such as paper and toner cartridges for printers.

**14 Health and Safety**

- 14.1 In the interests of health and safety, you are advised to adhere to the following recommendations for the safe use of personal computer equipment:

- 14.1.1 Sit in a chair that gives you good back support to avoid backache
- 14.1.2 Position the screen in front of you to avoid twisting
- 14.1.3 Regularly look away from the screen to reduce eye strain

- 14.2 If you have been provided with a “laptop” computer, you should avoid using it on a low table or on your lap as both of these positions will increase strain on your neck and lower back.

- 14.3 If you have any concerns relating to the safe use of your computer equipment, please contact the Health and Safety Officer.

**15 Data Use**

- 15.1 Any data that is available to be accessed must only be used for Malton Town Council purposes and must not be transferred to any third party or other employers without the explicit agreement of the relevant Head of Service.

**16 Schedule of Equipment Software**

Equipment: \_\_\_\_\_ Software: \_\_\_\_\_

**17 DECLARATION**

I confirm that:

I have received the equipment and software specified above

I agree to abide by the terms and conditions of use as set out above.

**Signed** ..... **Date** .....

Name (please print) .....