Policy Document

POLICY TITLE: **Internet Acceptable Use Policy**		
Prepared by: General Manager	Approval Date: 01.01.2015	Review Date: 01.01.2017
Policy Number 15 – Other Policies	Approved By: Signed: _David Vieiran_ Operations Manager Signed: _____ Board Member	

Mission Statement

To enable people to live a good life, in their own home, with supports and opportunities to become active, valued and inclusive members of their local communities.

To enable a supported self-directed living (SSDL) model of provision which is underpinned by our beliefs, values and vision.

Review Date: Revision No: _____	Amendments required: _____	New Revision Status: _____
Reviewed by:	Approved By: Signed:_____ Operations Manager	

User Responsibilities:

These guidelines are intended to help you make the best use of the Internet resources at your disposal. You should understand the following.

1. The Organisation provides Internet access to staff to assist them in carrying out their duties for the Company.

2. It is envisaged that it will be used to lookup details about suppliers, products, community events and other information relevant to your area of work within St Patrick's Centre

3. It should not be used for personal reasons.

4. You may only access the Internet by using the Organisation's content scanning software, firewall and router.

5. . You may only access the Internet after you have been authorised to do so by your department manager in writing.

When using the Organisation's Internet access facilities you should comply with the following guidelines.

DO

1. Do keep your use of the Internet to a minimum

2. Do check that any information you access on the Internet is accurate, complete and current.

3. Do check the validity of the information found.

4. Do respect the legal protections to data and software provided by copyright and licenses.

5. Do inform the I.T. Department immediately of any unusual occurrence.

DO NOT

1. Do not download text or images which contain material of a pornographic, racist or extreme political nature, or which incites violence, hatred or any illegal activity.

2. Do not download content from Internet sites unless it is work related.

3. Do not download software from the Internet and install it upon the Organisation's computer equipment.

4. Do not use the Organisation's computers to make unauthorised entry into any other computer or network.

5. Do not disrupt or interfere with other computers or network users, services, or equipment. Intentional disruption of the operation of computer systems and networks is a crime under the Computer Misuse Act 1990.

6. Do not represent yourself as another person.
7. Do not use Internet access to transmit confidential, political, obscene, threatening, or harassing materials.

Please note the following

All activity on the Internet is monitored and logged.

All material viewed is scanned for viruses.

All the content viewed is scanned for offensive material.

If you are in any doubt about an issue affecting Internet Access you should consult the I.T. Department.

Any breach of the Organisation's Internet Acceptable Use Policy may lead to disciplinary action.