

Charity No: NIC103693 Company No: NI062326

**IT Policy**

Community Sports Network will be providing laptop / computers for all staff.

General maintenance of the computers will be the responsibility of the Company. However, if a computer is damaged, lost or stolen whilst in the possession of the employee during authorised personal use, it will be their responsibility to replace the computer. The employee must ensure that if the computer is being used away from their desk e.g.: in a training room, that is it never left unattended.

Computers may not be kept at home overnight or at the weekend. However, if personal use has been authorised it is the responsibility of the employee to ensure the computer is safe at all times.

Staff should not allow family members to borrow the computer at any time.

You are not permitted to download additional programs or files from the internet other than what is already loaded on the computer.

Email should be restricted to work related matters to reduce the risk of viruses & other security risks.

**USE OF COMPUTER EQUIPMENT**

* 1. In order to control the use of the company’s computer equipment and reduce the risk of contamination the following will apply:
     1. The introduction of new software must first of all be checked and authorised by a nominated senior member of the company before general use will be permitted.
     2. Only authorised staff should have access to the company’s computer equipment.
     3. Only authorised software may be used on any of the company’s computer equipment.
     4. Only software that is used for business applications may be used.
     5. No software may be brought onto or taken from the company’s premises without prior authorisation.
     6. Unauthorised access to the computer facility will result in disciplinary action.
     7. Unauthorised copying and/or removal of computer equipment/software will result in disciplinary action; such actions could lead to dismissal.

**2)** **E-MAIL AND INTERNET POLICY**

1. Introduction

The purpose of the Internet and E-mail policy is to provide a framework to ensure that there is continuity of procedures in the usage of Internet and E-mail within the company. The Internet and E-mail system have established themselves as an important communications facility within the company. Therefore, to ensure that we are able to utilise the system to its optimum we have devised a policy that provides maximum use of the facility whilst ensuring compliance with the legislation throughout.

2. Internet

Where appropriate staff are encouraged to make use of the Internet as part of their official and professional activities. Attention must be paid to ensuring that published information has relevance to normal professional activities before material is released in the company name. The intellectual property right and copyright must not be compromised when publishing on the Internet. The availability and variety of information on the Internet has meant that it can be used to obtain material reasonably considered to be offensive. The use of the Internet to access and/or distribute any kind of offensive material, or non-related employment issues, leave an individual liable to disciplinary action which could lead to dismissal.

3. E-Mail

The use of the E-Mail system is encouraged as its appropriate use facilitates efficiency. Used correctly it is a facility that is of assistance to employees. Inappropriate use however causes many problems including distractions, time wasting and legal claims. The procedure sets out the company's position on the correct use of the E-Mail system.

4. Procedures

a) Unauthorised or inappropriate use of the E-Mail system may result in disciplinary action which could include summary dismissal.

b) The E-Mail system is available for communication and matters directly concerned with the legitimate business of the company. Employees using the E-Mail system should give particular attention to the following points:

i) All E-mail messages comply with company communication standards.

ii) E-Mail messages and copies should only be sent to those for whom they are particularly relevant.

iii) Flame mails (i.e. E-Mails that are abusive) must not be sent. Hasty messages sent without proper consideration can cause upset, concern or misunderstanding.

iv) if E-Mail is confidential the user must ensure that the necessary steps are taken to protect confidentiality. The company will be liable for infringing copyright or any defamatory information that is circulated either within the company or to external users of the system.

v) offers or contracts transmitted by E-Mail are as legally binding on the company as those sent on paper.

c) The company will not tolerate the use of the E-Mail system for unofficial or inappropriate purposes, including:

i) any messages that could constitute bullying, harassment or other detriment.

ii) personal use (e.g. social invitations, personal messages, jokes, cartoons, chain letters or other private matters).

iii) on-line gambling.

iv) accessing or transmitting pornography.

v) transmitting copyright information and/or any software available to the user.

vi) posting confidential information about other employees, the company or its customers or suppliers.