



## Acceptable Internet Use Policy

Written By: Louise Randall  
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Trustees Signature:

This policy applies to anyone who uses the internet at Aspire Ryde, including employees, volunteers, guest users and those using the internet cafe. It also applies to volunteers and employees who use the internet to talk about their work at Aspire Ryde in any other location. They must ensure that they:

- comply with current legislation
- use the internet in an acceptable way
- do not create unnecessary risk to the organisation by their misuse of the internet

### **Unacceptable behaviour**

In particular, the following is deemed unacceptable use or behaviour:

- visiting internet sites that contain obscene, hateful, pornographic or otherwise illegal material
- using the computer to perpetrate any form of fraud, or software, film or music piracy
- using the internet to send offensive or harassing material to anyone else
- downloading 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 or accessing unauthorised areas of any organisations website.
- publishing defamatory and/or knowingly false material about Aspire Ryde, your colleagues and/or our service users on social networking sites, 'blogs' (online journals), 'wikis' and any online publishing format
- revealing confidential information about Aspire Ryde or the projects in a personal online posting, upload or transmission - including financial information and information relating to our customers, business plans, policies, staff and/or internal discussions
- undertaking deliberate activities that waste staff effort or networked resources
- introducing any form of malicious software into Aspires network

### **Company-owned information held on third-party websites**

If you produce, collect and/or process business-related information in the course of your work, the information remains the property of Aspire Ryde. This includes such information stored on third-party websites such as webmail service providers and social networking sites, such as Facebook and LinkedIn.

### **Monitoring**

Aspire Ryde accepts that the use of the internet is a valuable tool. However, misuse of this facility can have a negative impact upon staff and volunteer productivity and the reputation of the organisation.

Aspire Ryde 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 any user has failed to comply with this policy, the disciplinary procedure will be followed. If the user is found to have breached the policy, they will face a disciplinary penalty ranging from a verbal warning to dismissal depending on factors such as the seriousness of the breach and previous behaviour. These procedures are specific to Aspire Ryde. They reflect our normal operational and disciplinary processes.

If a contractor is found to have breached the policy, they will be asked to leave the premises and their work contract with Aspire Ryde will be terminated with immediate effect.

### **Agreement**

All Aspire Ryde employees and volunteers who log on to the IT system at Aspire will be required to confirm they have read and are aware of the organisation's Acceptable Use Of the Internet Policy.