

## IT & computer use policy: e-mail, Internet and communications

**Drafting note:** *this document is drawn using the word “Company” as the employer. However, the applicable law applies to all employers, so you may safely use your word processor to search and replace “Company” by “Charity”, “Trust”, “”, “”, “”*

## **[Name of employer organization]**

The Company maintains this policy to protect our data, our business,

It is a mandatory requirement that staff comply with specific items of this policy both in the letter and in the spirit. A breach of this policy may be sufficient reason for

This policy is not intended to be complete or all-inclusive. The Company continues to rely on the good sense of members of staff to behave in a

## **Section 1 - computer use**

### **1. Application of policy**

This policy applies to all computers and peripheral devices of any type which are owned by

### **2. Office use only**

Your computer is for office use only. All data stored on any part of the system belongs to the Company. You may not use any part of the computer installation for your personal business

### **3. Your reference**

You have been allocated a Company reference, which you should use in all communications, in hard and soft copy. Your reference

## 4. Administrator and installation manager

The computer installation is managed day to day by [name]. The manager to whom any question or request should be addressed is [ ]. /

## 5. The network

The computer network involves all desktop computers and

OR

The Company IT installation consists in a number of separate networks. You will have access

## 6. Your personal folder

The network contains a folder named with your reference. We call this your personal file. It should not contain any data except data relating to your work. It is not for data relating to your personal affairs. Your work files may be stored either in the appropriate folder in the network, or in any sub-folder of your personal folder, created and named by you. Your personal folder

## 7. Laptops - special provisions

The provisions of this policy apply to laptops and other portable devices

7.1. The policy set out in this document applies to laptops as to a computer in house. Accordingly,

7.2. Laptop computers and any other mobile devices can be plugged into the network at any time. You have access to the

- 7.3. Folders on your laptop are effectively an extension  
.
- 7.4. Data should be transferred from your laptop to the network no less  
[ ].
- 7.5. The network firewall cannot protect your laptop from viruses and  
unwanted email messages. You should therefore be particularly vigilant  
against the possibility of intrusion by either or both of these. If you  
suspect , [ / ] .

## 8. How to work

It is important that your files are available to other staff members when required. You may not always foresee a need for this. Best work practice is therefore that you transfer all completed files to the network as soon as you have finished work on them, or, in the case of laptops, as soon as you next log in to the network. If you are ,

## 9. External data sources

You may not under any circumstances introduce software into the system or to your laptop, except from the network. If it is necessary to use data supplied by a customer, client or supplier,

## 10. Archiving files

The administrator alone may move files to storage or backup or delete them. Files will be retained available to staff for at least one year after the last change to them.

## 11. Prohibited actions

You may not change any setting

:

11.1. BIOS settings;

11.2. Any setting  
;

11.3. Your desk top;

11.4. Any setting involving  
;

11.5. Printer settings, ( )  
);

11.6. The layout of any standard document;

11.7. The style, format or layout  
-

If any setting is ,  
.

## 12. Settings you may change

12.1. View settings;

12.2. Screen settings controlled from the monitor;

12.3. Screen resolution.

## 13. Deletion of data

13.1. You may ;

13.2. You may not delete ,  
;

13.3. You may delete single files on  
.

## 14. Document references

Each data file you

:

“Your reference/path/file name”.

.

## 15. IT training

If you would like to improve

,

.

## 16. Please help

We ask you to take care of all or the computer and IT installation

.

,

.

:

16.1. the date

;

16.2. your Company reference;

16.3. the nature of the problem;

16.4. exactly what you were

,

,

;

16.5. exact words of any error messages.

## Section 2 - Email communications

## 17. The system

17.1. The Company's email message system is operated as part

.

.

17.2. All data stored on any part of the Company's computer

17.3. Your mail management programme does not store messages in the same file structure as other documents. It is therefore important that you take care to “ ”

17.4. Your mail management programme is set to leave an original

17.5. You may not

## 18. Internal communication

18.1. ,  
 ,  
 - -  
 .

18.2. “ ”  
 ,  
 .

18.3. ,  
 , “ ” “ ”  
 ,

18.4. ,  
 ,  
 ,  
 ,

18.5.

## 19. External communication

19.1.

OR

19.2.

[Details]

Email is preferred for: [Details].

19.3.

19.4.

19.5.

## 20. Personal use

20.1.



20.2.

20.3. [ / ..... ]

## **Section 3 - Use of Internet**

### **21. Internet access**

21.1.

21.2. [ , ]

21.3.

21.3.1 pornography;

21.3.2 gaming (betting);

21.3.3 gaming (playing games);

21.3.4 chat;

21.3.5 shares, share dealing or stock markets;

21.4.

## Section 4 - Communications - other miscellaneous matters

### 22. External communications

22.1.

/

22.2.

/

### 23. Receiving calls

#### Example email footer

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## Explanatory notes:

### IT & computer use policy: e-mail, Internet and communications

## General notes:

1. There are areas of this policy, which affect employees in ways, which may have repercussions on their employment contract. However, in drafting the policy, we have stepped outside legal matters to provide suggestions, which relate to business management and protection. We suggest you use this document
2. Misuse of computer and contravention of email and / or Internet policy is a prominent cause of dismissal in Australia. Many cases go to employment tribunals because companies fail to establish what the employee may or may not do. We therefore advise that the first priority in setting this policy is to be precise. It follows that
3. It may be that you would like staff to be able to use your computers to book their holidays or make purchases through the Company's computers. Indeed, it may be very difficult to prevent private use of laptops out of business hours. There is therefore an argument
  - 3.1. Make it specific;
  - 3.2. Make it applicable to all staff within a particular
  - 3.3. Be consistent in applying it.
4. Every computer installation is unique. This document should be used as

## Paragraph specific notes:

Note: numbering refers to paragraph numbers.

- 2 The assertion that data stored belongs to the Company is intended to defeat any claim to privacy of personal data. It would be possible to permit more

extensive use of the Company's computer system, for example to type personal letters, but we advise that

9 In many organisations, it is essential to be able to introduce data

11 This

12 As for 11, above

Section 2 The description

Section 3 These are entirely a matter of choice and corporate

Section 4 It may be essential to permit wider access than is here provided.

Matters for your choice!

The example footer has been provided for use if required. Use is recommended as it would strengthen your defence in a claim by

**End of notes**