

Computer use, email, Internet and communications policy

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 organisation]

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 [].

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

[Delete one]

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

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

.

,

.

:

- the date
;
- your Company reference;
- the nature of the problem;
- exactly what you were ,
;
- 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.

Email is preferred for

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.

Pornography

Gaming (betting)

Gaming (playing games)

Chat

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:

Computer use, email, Internet and communications policy

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 presently the number one cause of dismissal in New Zealand. 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

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

Make it specific

Make it applicable to all staff within a particular

Be consistent in applying it

3. Every computer installation is unique. This document should be used as

Paragraph specific notes:

Note: numbering refers to paragraph numbers.

- 5 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

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

7 This

8 As for 11, above

9 The description

10 These are entirely a matter of choice and corporate policy.

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

12 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