



Internet Policy

Last reviewed:	March 2023
Last adopted:	July 2023
Next adoption due:	May 2027

THE MANOR HOUSE

Statement of Intent

The Council recognises the importance the Internet plays in the day to day fields of communication and information provision.

This policy is aimed at using the facility wisely both in information gathering and dissemination. Further, it provides guidelines to prevent abuse in the aspects of offensive material and unauthorised distribution of data.

Network

The council utilises the Broadband package as supplied by BT. Three computers are hard-wired to the LAN and the laptop via WIFI. The WIFI is security controlled.

Access

Access via the Council computers will normally be limited to those members of staff employed in the Clerk's Office.

Email

The Council operates 3 email addresses clerk@, admin@ and gardener@ these are available through the www connection to WebMail system.

- All emails sent from the Council will have the standard signature attached, which will contain the address, telephone number, etc. and the disclaimer.
- SPAM and suspect emails will be deleted without opening.
- Outgoing and incoming emails will be kept for a minimum of 1 year unless space dictates a shorter period.
- Attached documents will be treated with caution and only accessed if from a known source.
- No sent email will contain offensive or inappropriate material.
- With respect to the Data Protection Policy, no data will be sent by email that contradicts that policy.
- Senders will consider the size of any attachments and the length of time likely for download for non-broadband recipients
- If forwarding a received email, staff will endeavour to ensure the mail does not contain any virus, inappropriate or offensive material or personal details.
- Any information communicated shall not breach any Council guideline, policy or security

Attached documents may be saved within the normal Council directory structure.

Council websites

The structure of the websites will be approved by the Council and subsequently maintained by the Clerk's Office. Where necessary, an external designer will be used to create additional pages or facilities.

The websites will be kept up to date in a timely manner. It is envisaged that maintenance will be at a frequency of not less than monthly.

Where the websites provide facilities to view or download documents, the Clerk's Office will ensure that they are virus free.

Any photographs or other images may only be used if they will not cause offence or violate copyright.

All information provided via the websites will adhere to Council policies and security.

Access to WWW

All staff are expected to use the www for legal purposes only and should not access any material that may be considered inappropriate or offensive.

Any ordering via the internet will be recorded in hardcopy which will be filed in the appropriate folder.

Where information is obtained from the internet and is to be used elsewhere, every effort will be made to ensure its authenticity, reliability and relevant. No such information shall be used if it infringes copyright or is in any way offensive or contains inappropriate material.

Anti-Virus Security

All computers connected to the Council LAN will have anti-virus and firewall software.

Personal Use

Staff are not expected to use the Council email for personal use.

Access to www for personal use is permitted providing it is at a minimum and is not used for gathering or inspecting inappropriate or offensive material.

SETH WARD COMMUNITY CENTRE

A Wi-Fi facility is available at the SWCC although no computers are supplied. Access is controlled by passwords which are changed on a regular basis.

Users of SWCC can apply for Wi-Fi access via the Clerk's Office who will issue the password(s) as appropriate. The user will supply their own PC and as such, the Town Council cannot impose and restriction on their use.

A list of users supplied with the password(s) will be kept in the Clerk's Office under Community Centre filing.

This policy will be re-adopted every four years or earlier if so required by legislation or additional material.