



Website: www.streethayparishcouncil.gov.uk

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STREETHAY PARISH COUNCIL

ACCEPTABLE USE POLICY FOR IT DEVICES

Adopted: 21st May 2024

Version Control: V1.2

Last Review: 19th May 2026

Review Schedule: Annually

1. PURPOSE

This Acceptable Use Policy (AUP) sets out the guidelines for the appropriate and responsible use of IT devices provided by Streethay Parish Council, including but not limited to laptops, mobile phones, and other electronic devices. The aim of this policy is to protect the Council's resources, ensure compliance with legal obligations, and safeguard sensitive information.

2. SCOPE

This policy applies to all employees, contractors, and other individuals who are provided with Council-owned IT devices. All users must adhere to the guidelines outlined in this policy whenever using Council-provided equipment, whether within Council premises or remotely.

3. DEVICE USAGE

- Council IT devices are provided for official work-related purposes.
- Engaging in illegal activities, including but not limited to copyright infringement, unauthorised access to systems, and distributing or accessing unlawful content.
- Using devices for activities that could harm the Council's reputation or expose it to legal liability, including posting inappropriate content on social media or other platforms.
- Downloading, installing, or using unauthorised software or applications on Council devices.
- Accessing or transmitting offensive, harassing, or discriminatory material.
- Data Protection: Users must ensure that any Council-related data stored on IT devices is handled in accordance with data protection laws and Council policies. Sensitive information should be encrypted and only shared with authorised personnel.

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4. SECURITY AND MAINTENANCE

a. Device Security:

- Users must not disable or alter any security settings or software installed on Council devices.
- Devices should be locked when not in use and never left unattended in public places.
- Strong, unique passwords must be used for device access, and users must comply with the Council's password management policies.

b. Software Updates:

Users are required to regularly update the software and applications on Council devices as prompted to ensure they have the latest security features.

c. Reporting Incidents:

Any loss, theft, or damage to IT devices, as well as any security breaches or suspicious activities, must be reported immediately to the Council's IT department.

5. MONITORING AND COMPLIANCE

a. Monitoring:

The Council reserves the right to monitor the use of its IT devices to ensure compliance with this policy. Monitoring may include reviewing internet usage, email communications, and any data stored on the devices.

b. Consequences of Misuse:

Violation of this policy may result in disciplinary action, including but not limited to revocation of device privileges, termination of employment, and legal action where applicable. The Council may also seek to recover the cost of any misused, damaged, or lost equipment from you, depending on the circumstances of any misuse, damage or loss.

6. RETURN OF DEVICES

Upon termination of employment or contract, or upon request by the Council, all IT devices must be returned immediately. The user must ensure that all Council data is backed up to approved locations and removed from the device before returning it.

7. POLICY REVIEW

This policy will be reviewed annually or as required to ensure its continued relevance and effectiveness.

8. ACKNOWLEDGEMENT

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All users must acknowledge receipt of this policy and agree to comply with its terms by signing below.