

Taff's Well and Nantgarw Community Council's Internet Policy

INTRODUCTION

This document defines the Internet use Policy for **Taff's Well and Nantgarw Community Council**. The Internet use Policy applies to all users of the Internet and relevant people who support the Internet system. The Internet is a general term that covers access to numerous computers and computer systems worldwide that are accessed electronically.

This document:

Sets out the Community Council's policy for the protection of the confidentiality, integrity and availability of the Internet system.

Establishes Organisation and user responsibilities for the Internet system.

Provides reference to documentation relevant to this policy.

1. OBJECTIVE

The objective of this policy is to ensure the security of Taff's Well and Nantgarw Community Council's Internet system. To do this the Organisation will:

- 1.1. Ensure Availability
Ensure that the Internet system is available for users.
- 1.2. Preserve Integrity
Protect the Internet system from unauthorised or accidental modification ensuring the accuracy and completeness of the Organisation's assets.
- 1.3. Preserve Confidentiality
Protect assets against unauthorised disclosure.

The purpose of this policy is to ensure the proper use of the Organisation's Internet system and make users aware of what the Organisation deems as acceptable and unacceptable use of its Internet system. By following the guidelines in this policy, the Internet user can minimise the legal risks involved in the use of Internet. If any user disregards the rules set out in this Internet use Policy, the user will be fully liable and may be subject to disciplinary action by the Organisation.

2. ORGANISATION RESPONSIBILITIES

- 2.1. The Organisation will ensure that all users are properly trained before using the Internet system.
- 2.2. The Organisation will take all reasonable steps to ensure that users of the Internet service are aware of policies, protocols, procedures and legal obligations relating to the use of Internet.
- 2.3. The Organisation will ensure all users of the Internet are registered.

3. BEST PRACTICES

- 3.1. The Organisation considers the Internet as an important means of communication and recognises the importance of proper Internet content and speedy replies in conveying a professional image and delivering good customer service. Therefore the Organisation wishes users to adhere to the following guidelines:
 - 3.2. **Acceptable Internet Usage**
 - 3.2.1. To access research material and other information relevant to your work.
 - 3.2.2. To access web sites and webmail accounts for personal use so long as this does not interfere with work.

3.3. **Unacceptable Internet Usage**

- 3.3.1. Creating, downloading or transmitting any obscene or indecent images, data or other material, or any data capable of being resolved into obscene or indecent images or material.
- 3.3.2. Creating, downloading or transmitting any defamatory, sexist, racist, offensive or otherwise unlawful images, data or other material.
- 3.3.3. Creating, downloading or transmitting material that is designed to annoy, harass, bully, inconvenience or cause needless anxiety to other people.
- 3.3.4. Creating or transmitting “junk-mail” or “spam”. This means unsolicited commercial webmail, chain letters or advertisements.
- 3.3.5. Using the Internet to conduct private or freelance business for the purpose of commercial gain.
- 3.3.6. Creating, downloading or transmitting data or material that is created for the purpose of corrupting or destroying other user’s data or hardware.
- 3.3.7. Downloading streaming video or audio for entertainment purposes.

4. **DEFINITIONS**

4.1. **Defamation & libel**

What is defamation & libel?

A published (spoken or written) statement or series of statements that affects the reputation of a person (a person can be a human being or an organisation) and exposes them to hatred, contempt, ridicule, being shunned or avoided, discredited in their trade, business, office or profession, or pecuniary loss. If the statement is not true then it is considered slanderous or libellous and the person towards whom it is made has redress in law.

What you must not do

Make statements about people or organisations on any web pages you are including on the website without verifying their basis in fact.

What are the consequences of not following this policy?

You and the Organisation may be subject to expensive legal action.

4.2. **Harassment**

Harassment refers to a wide spectrum of offensive behaviour. The term commonly refers to behaviour intended to disturb or upset, and, when the term is used in a legal sense, it refers to behaviours which are found threatening or disturbing.

What you must not do

Use the internet to harass other members of staff by displaying particular web sites that they consider offensive or threatening.

What are the consequences of not following this policy?

The Organisation deals with harassment by providing advice, support and mediation. Those perpetrating harassment can also be made subject to the Organisation’s Disciplinary procedure. *Any proven case of harassment will result in disciplinary action against the guilty party which could ultimately lead to their dismissal.*

4.3. **Pornography**

What is pornography?

Pornography can take many forms. For example, textual descriptions, still and moving images, cartoons and sound files. Some pornography is illegal in the UK and some is legal. Pornography that is legal in the UK may be considered illegal elsewhere. Because of the global nature of Internet these issues must be taken into consideration. Therefore, the Organisation defines pornography as the description or depiction of sexual acts or naked people that are designed to be sexually exciting. The Organisation will not tolerate its facilities being used for this type of material and considers such behaviour to constitute a serious disciplinary offence.

What you must not do

- Create, download or transmit pornography.
- Send or forward webmails with attachments containing pornography. If you receive a webmail with an attachment containing pornography you should report it to the Clerk to the Council or Chairman of the Community Council

What are the consequences of not following this policy?

- Users and/or the Organisation can be prosecuted or held liable for transmitting or downloading pornographic material, in the UK and elsewhere.
- The reputation of the Organisation will be seriously questioned if its systems have been used to access or transmit pornographic material and this becomes publicly known.
- Users found to be in possession of pornographic material, or to have transmitted pornographic material, may be subject to Organisation disciplinary action.

4.4. Copyright**What is copyright**

Copyright is a term used to describe the rights under law that people have to protect original work they have created. The original work can be a computer program, document, graphic, film or sound recording, for example. Copyright protects the work to ensure no one else can copy, alter or use the work without the express permission of the owner. Copyright is sometimes indicated in a piece of work by this symbol ©. However, it does not have to be displayed under British law. So a lack of the symbol does not indicate a lack of copyright. In the case of computer software, users purchase a licence to use the work. The Organisation purchases licences on behalf of its users.

What you must not do

- Alter any software programs, graphics etc without the express permission of the owner.
- Claim someone else's work is your own
- Send copyrighted material by Internet without the permission of the owner. This is considered copying.

What are the consequences of not following this policy?

- A user and/or the Organisation can face fines and/or up to two years imprisonment for infringing copyright.