

INFORMATION TECHNOLOGY POLICY FOR COUNCILLORS

1. Definition

The use of email and internet and computer equipment is an essential tool for any business. Using these tools as a means of communication both internally and externally and reflects both the councillors and the organisation. WOUGHTON COMMUNITY COUNCIL trusts that all councillors use their email and internet facilities in a professional and responsible manner and in accordance with this policy. Emails and all corporate documents remain the property of the WOUGHTON COMMUNITY COUNCIL.

The IT policy is to set out the policy surrounding all IT equipment, this includes all laptops and desktop machines and all media communication tools such as mobile phones and using email and the internet.

2. Acceptable use

WOUGHTON COMMUNITY COUNCIL provides equipment and email and internet facilities for legitimate business purposes to enable councillors to undertake activities which are consistent with Councillors role and responsibilities.

WOUGHTON COMMUNITY COUNCIL accepts that a councillor may need to use the organisations facilities for personal use other than for business related purposes. However, this non business related use should be kept to a minimum and is at the discretion of WOUGHTON COMMUNITY COUNCIL at all times. A councillor should ensure the following:

- Not to interfere with or restrict the performance of your duties
- Not bring the council into disrepute or have a negative impact on the council
- Not fall within the 'unacceptable use' categories set out below
- Be lawful and conform with the provisions of this policy
- Not undermine the brand and reputation of the council
- Not undermine the council's IT systems and networks

The WOUGHTON COMMUNITY COUNCIL reserves the right to monitor computer equipment and incoming and out going mail and visited internet sites without prior warning or consent.

All due care and attention should be taken when using any piece of equipment or transporting laptops. All efforts should be made to ensure equipment is secure at all times.

3. Unacceptable use

All WOUGHTON COMMUNITY COUNCIL Councillors are required to read and understand the policy and ensure that they do not breach levels of unacceptable use with any IT equipment.

Councillors must not knowingly use the council's computer equipment (including mobile phones), unless authorised, to download, upload or to send, accept, retain, distribute by email or Internet, or otherwise process any image, text, sounds, material or software which:

- May contain a computer virus
- Is intended to disrupt or degrade the council's IT networks and systems
- May be considered to be obscene, indecent or otherwise pornographic or sexually explicit
- May be offensive, scurrilous, malicious, lewd, abusive, aggressive or anti-social (for example, the material may be considered to be violent, racist, sexist, rude, profane or a personal attack)
- Is inappropriate for the workplace, including chain emails and jokes
- Is intended to harass, cause a nuisance, intimidate, threaten, bully, embarrass, humiliate, degrade, defame or discriminate against any person (or organisation) on the basis of their ethnic origin, nationality, race, gender, age, sexual preferences, disability, personal or professional status or characteristics or religious or political beliefs
- Is illegal or non compliant with this Policy

Should any councillor receive an email or text containing any of the above material they should report this to their line manager immediately and then delete it. At no time should the message be forwarded on, internally or externally unless instructed to do so.

4. Equipment and expenses

This policy documents determines that only 'necessary' IT equipment costs/expenses are covered by Woughton Community Council.

Items included in the policy are:

- Computers e.g. PC tower and monitor or laptop
- Mouse and keyboard
- Printer
- Replacement toners/cartridges
- Paper
- Cost of a broadband connection, no more than £12 per month (maximum claim £144 per annum)

This has been necessitated due to the limited resources available for such requests.

1. Any newly elected member can request IT equipment with approved software to be supplied and installed by Woughton Community Council's approved contractor only.
2. Priority will be given to newly elected and co-opted members for any IT equipment and approved software.
3. Any requests by members for replacement IT equipment and approved software will be supplied following an evaluation by Woughton Community Council's approved contractor.
4. If in the opinion of Woughton Community Council's approved contractor any member's IT equipment and/or approved software needs replacing then depending on available resources such equipment and software will be replaced.
5. If any member requests additional IT equipment and/or approved software Woughton Community Council's approved contractor will advise the Committee and Member Services Manager if such requests are necessary for undertaking the duties of a Community Councillor.
6. Any such approved requests will be enacted upon by the Committee and Member Services Manager as soon as they are received from Woughton Community Council's approved contractor.
7. If there are insufficient resources available to replace any IT equipment and/or approved software a list will be created by the Committee and Member Services Manager and as soon as resources become available, equipment and/or approved software will be purchased in the order that the approved requests were submitted to the Committee and Member Services Manager.
8. Any member that is supplied with IT equipment and approved software by Woughton Community Council must use such equipment in keeping with the Community Council's use of IT policy a copy of which will be supplied once a member is in possession of the IT equipment supplied.
9. No additional software can be uploaded without the express permission of the Council.
10. The Committee and Member Services Manager will keep a record of all equipment loaned to each member that requests such equipment.
11. When any Councillor ceases to be a member of Woughton Community Council they **must return all items** of IT equipment back to the Community Council in good working condition.
12. Any piece of IT equipment and approved software supplied and installed by Woughton Community Council's approved contractor must be used in accordance to the manufacturer's instructions.

13. Any damage caused to any IT equipment and negligent use of the software supplied by Woughton Community Council must be reported immediately to the Committee and Member Services Manager.
14. Any repairs due to faulty IT equipment and approved software must be reported at once to the Committee and Member Services Manager.
15. All repairs to faulty IT equipment and approved software must be undertaken by Woughton Community Council's approved contractor only, if an outside party has undertaken any repairs to Woughton Community Council's IT equipment and approved software and if in the view of Woughton Community Council's approved contractor this has caused additional work to be carried out a fee will be charged to the member concerned for such works.
16. Any repairs undertaken by Woughton Community Council's approved contractor because of accidental damage to the IT equipment and/or negligent use of the software supplied by Woughton Community Council will need to be paid in full following advice from Woughton Community Council's approved contractor of the cost of repairs.
17. Any member who already has their own IT equipment and is using such equipment for their duties as a Community Councillor is entitled to have any repairs to their IT equipment and/or software by Woughton Community Council's approved contractor.

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| Last review date: | May 2019 |
| Next review date: | May 2021 |
| Lead: | Council Manager |
| Overseeing Committee: | Full Council |
| Approved: | |
| Review cycle: | Annually |