

South Willesborough and Newtown Community Council

Council Provided Mobile Communication Devices Policy

1. Introduction

South Willesborough and Newtown Community Council (The Council) have purchased tablets for each individual Council Member, and a laptop PC for the Clerk.

2. Acceptable use

All mobile communication devices should be used in a manner appropriate to a reputable professional public body. The terms of this Policy apply to anyone issued with one of these devices.

The key principles expected of staff, Councillors and other potential users (eg volunteers) are that they:-

- Must comply with any relevant legislation which covers such devices.
- Must ensure the security and integrity of the data contained on their device. Mobile communication devices must be 'locked' when you are not present, i.e. press control, alt and delete together then select lock. Strong passwords shall be used to protect the device from unauthorised use.
- Must ensure online conduct is of the same professional standard as that expected when 'off line'.
- Must ensure that SWAN Community Council is not brought into disrepute through irresponsible use of the device provided.
- Must use reasonable endeavours to ensure that electronic data transmissions generated on behalf of SWAN Community Council are stored, transmitted or retrieved only on a Council owned device.
- Must immediately return any electronic communication device issued at the request of SWAN Community Council.
- Must make all reasonable efforts to prevent loss or theft of the device. Should this occur the Clerk should be informed immediately.

3. Personal Use of Mobile Communication Devices

Staff, Councillors and other potential users are not permitted to use Council devices for personal use. No unauthorised person shall use the device. The Council reserves the right to require staff and Councillors to handover devices for scrutiny at any time.

4. Unacceptable Use and/or Behaviour

Unacceptable use and/or behaviour by staff and Councillors includes, but is not limited to:

- Accessing internet sites that enable gambling of any description or that contain obscene, sexually suggestive, indecent, pornographic, racist, hateful, offensive, bullying or harassing material or; material depicting or inciting violence of any nature or; any otherwise illegal material.
- Distributing, disseminating or storing images, text or materials that are illegal or might be considered obscene, sexually suggestive, indecent, pornographic,

racist, hateful, offensive, bullying or harassing material or; that depict or incite violence of any nature.

- Perpetrating any form of fraud or piracy of software, film or music.
- Downloading commercial software or any copyrighted materials belonging to third parties, unless covered or permitted under a commercial agreement or other such licence and you have prior approval from the Clerk
- Introducing any form of computer virus into the device.
- Publishing defamatory and/or knowingly false material about South Willesborough and Newtown Community Council and/or our residents on social networking sites, 'blogs' (online journals) and any other online publishing format.
- Sending chain letters.
- Unauthorised forwarding of confidential Council messages to external locations.
- Representing personal opinions as those of the Council.
- Accessing copyrighted information in a way that violates the copyright.

This list is not intended to be exhaustive. Contact the Clerk for clarification on any related issue.

The Council has a zero tolerance policy with regards to racist, sexist, homophobic or other prejudicial behaviour directed towards any person.

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