



## Dudley Mind IT Policy

This policy applies to the access and use of all computer systems and software installed at any site used by Dudley Mind. This policy governs all employees, volunteers, service users and other users in what ever capacity they use the computer system.

1. **Access** – All users required to access the computer network of Dudley Mind will be allocated a unique username and a password, which they must use to log in on every occasion.

A user must not access the network using another username and password, e.g. they must not “borrow” another user’s username in order to access the system. Nor should any user of the network “lend” their username and password to any individual.

The user will be required to set up their password during training, which will be the first time they log into the system. Each user will be responsible for remembering their passwords. If a user forgets their password, they must contact the system administrator. Users must not attempt to enter the network until the system administrator advises them of their password.

A user of the network must not divulge their password to anybody else.

2. **Hardware** – A user of the network must not attempt to modify, repair, reconfigure or otherwise interfere with any part of the computer system. This includes all wiring, computers, printers, scanners and any other device that is connected to the network.

The use of data storage devices (e.g. CD’s, USB sticks) is fine as long as they are used responsibly. USB devices can easily pick up viruses so caution is advised when transferring any data, as data loss may occur.

3. **Software** – A user must not install any executable code onto the computer system. This includes games, screensavers and any other software that is not licensed to Dudley Mind. Only data that is to be used directly for the purposes of Dudley Mind business is to be stored on the computer system.
4. **E-mail** – E-mail users are required to use this communication tool in a responsible fashion and to observe the related Regulations. Dudley Mind provides the email system for the purposes of conducting Dudley

Mind business and it may not be used for personal gain or other activities unrelated to work.

Users are reminded that the line between internal recipients and external recipients are very blurred nowadays, e-mails can be forwarded easily to external e-mail addresses and it should not be assumed that e-mails will not remain in the Dudley Mind network. The confidentiality of email cannot be assured and staff should be aware of the possibilities of intended or accidental onward transmission to others beyond the original addressee(s).

A user should not open any e-mail attachments they think to be from an unsafe source to avoid being infected with a virus.

Authorisation to use the remote web workplace on home PCs will be withdrawn on the termination of the employee's contract of employment and computer records of emails sent and received will be destroyed after a suitable period of time.

- 5. Use of the Internet** – Although internet web site usage and email messages are not regularly monitored, Dudley Mind reserves the right to intercept communications for inspection (in line with the Regulation of Investigatory Powers Act, The Data Protection Act and the Freedom of Information Act) should an incident occur where inappropriate use of the facilities is suspected. Any violation of the provisions (for example, downloading pornographic material, sending offensive messages, harassment, discrimination, spamming or hacking) may result in action up to and including dismissal under the Dudley Mind disciplinary policy.

Limited personal use of the internet is allowed during formal breaks, accessing unsuitable material during work hours (e.g. auction websites, social networking sites, online games) is strictly prohibited and would be considered a serious disciplinary offence which may result in dismissal.

Staff must not access, retrieve, print or distribute information, pictures or videos that are beyond the bounds of generally accepted standards, values and ethics. For example, material which could be considered offensive, discriminatory or any other material which contains illegal content.

Dudley Mind reserves the right to block access to any internet resource.

- 6. Downloading** - No unapproved or downloaded software may be used unless the integrity, continuity and full support of the product can be guaranteed. Software patches or updates may only be downloaded from officially supported vendors, subject to approval and ensuring strict adherence to the vendor's security and usage guidelines.

7. **Other Governance** – Users are reminded that the network, systems and software in use at Dudley Mind are also subject to the following Acts of Parliament and they may be held criminally responsible for any infringement:

- *The Computer Misuse Act 1990 - This act specifies three situations where a criminal offence may be committed: (1) unauthorised access to computer material (executable program or data), (2) unauthorised access to a computer system with intent to commit or facilitate the commission of a serious crime, (3) unauthorised modification of computer material.*
- *The Data Protection Act 1998 – This act specifies the manner in which personal data is stored and used within a computer system. Further details may be obtained from your system administrator.*
- *The Copyright, Designs and Patents Act 1988 – This act gives the creators of literary, dramatic, musical, artistic works, sound recordings, broadcasts, films and typographical arrangement of published editions, rights to control the ways in which their material may be used.*
- *Amending the Obscene Publications Act 1956 – This act relates to the publication of obscene matter, provides the protection of literature and strengthens the law concerning pornography. The law defines obscenity and separates it from serious works of art.*
- *The Telecommunications Act 1984 – This act relates to internet abuse. For example: Grossly offensive or of an indecent, obscene, or menacing character and posting false messages, causing annoyance or needless anxiety to another.*

Any breach of any part of the above policy, by an employee of Dudley Mind, will be considered a disciplinary matter. Misconduct will be dealt with within the framework of the Dudley Mind disciplinary procedure. Employees should also remain familiar with the contents of the Use of Dudley Mind Property policy.

Any breach of any part of the above policy, by any other users of the network, will result in the revocation of access for the user and any future access terminated.