

This policy has been written using the guidelines set by NALC



AYLESHAM PARISH COUNCIL

INFORMATION TECHNOLOGY POLICY GUIDELINES

Purpose

Each council will have their own IT provision and a 'fit-for-all' policy is not possible. The purpose of an IT policy is to set out the parameters on how council staff should use the technology that you provide them with in order to do their job. A clear policy will also help to raise awareness of the risks associated with using IT and can protect the council from loss of data.

Who does the policy apply to?

This policy applies to all on the council who have access to work equipment, or use technology as a way of communicating regarding council matters.

Communications and IT Equipment.

This policy covers the use of the following: computers, internet access, remote access connections, email servers, file storage, e-mail, smart phones, telephones, website, mobile phones etc.

Related Policies

This policy is to be used in conjunction with the following policies: Disciplinary Rules, Equality and Diversity Policy, Social Media Policy, Grievance Policy, Data Protection Policy, Anti-Harassment and Bullying Policy

Passwords

Passwords must be kept confidential; the Parish Clerk has access to the ICT support system via remote access, therefore there is no need for password sharing. If password protected documents are emailed, passwords must be sent in a separate email after the document has been sent.

Computer Usage

Computers owned by Aylesham Parish Council should only be used for Parish Council work, and not personal/other business.

Computers be shut down at the end of every day. Documents are to be saved on cloud or external hard drive for back up.

Data Protection

This should follow the guidance set out in the council's Data Protection Policy.

Mobile Phone Texting

Text messages are not a secure method of communication for council matters. Any official council matters should be discussed via the designated council email addresses.

Email

Designated email addresses must be used to communicate council matters. Each individual is to set own password. The email addresses are provided by the council's ICT support. Please refer to Communications Policy.

Internet and Software

On computers owned by Aylesham Parish Council the internet must only be used for council matters. Chat rooms, messaging services, blogs are not to be accessed. Software is to be kept up to date, only software necessary for work purposed may be downloaded onto work machines.

Misuse

Misuse of IT facilities can potentially result in disciplinary proceedings. Examples could include not adhering to the policy; using computers for personal/other business; attempting to discover a user's password; using the computer systems to act abusively; attempting to circumvent the network's security; knowingly running and installing programmes intended to damage the computer systems; deliberately wasting computer resources; leaving laptops unattended in a public place etc.

- End of policy –

Chair Signature	Print Name	Date
Officer Signature	Print Name	Date
Date of policy adoption	December 2021	
Review Date	November 2022	
Review Date	May 2023	
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