



Internet use Policy

Lead/owner	CEO
Date of Approval	11/07/2024
Author/Reviewer	CEO
Next Review date	11/07/2025
Related policies	
Level of Approval	Board of Trustees

Objective and scope of this policy:

This internet use policy is intended to provide guidelines for the acceptable use of the internet, computers, email, and other forms of technology used in connection with Compassionate Inverclyde. The guidelines set in this policy are intended to provide examples of inappropriate behaviours that are prohibited in Compassionate Inverclyde. The acts outlined in this document are also intended to serve as a precedent for addressing related unacceptable behaviours concerning the use of the internet and other technology provided by Compassionate Inverclyde.

This policy applies to all employees, contractors, and other associates of Compassionate Inverclyde. By signing this document, you agree to abide by the principles stated within the policy. Violation of this policy could result in disciplinary and/or legal action including termination of your employment with Compassionate Inverclyde. Employees may also be held liable for damages caused by any violations of this policy.

Guidelines for use of the internet in the workplace:

Bullying, harassment, discrimination, and other hostile behaviour

Employees of Compassionate Inverclyde are trusted to use company property in a way that is respectful and appropriate. Compassionate Inverclyde has zero tolerance for comments and actions that would be considered racist, sexist, derogatory, vulgar, threatening, harassing, or otherwise discriminatory. This includes but is not limited to actions and comments partaken when using the internet and other technology provided by Compassionate Inverclyde.

Personal use of the internet during work hours

Employees are expected to use company-provided internet and other devices as a resource for completing their assigned duties and supporting the objectives of Compassionate Inverclyde.

Excessive personal use of company internet (“cyber loafing”) during work hours is not permitted, however occasional and reasonable personal use is acceptable, so long as:

- i. Frivolous use of the internet does not interfere with employee productivity, including the quality of work produced and other indicators of performance.
- ii. The employee’s personal use of the internet does not violate any other guidelines contained within this document.
- iii. Personal use does not cause undue effects to the company network by consuming an excessive amount of the limited available bandwidth. Examples include but are not limited to downloading/uploading unreasonably large files and streaming videos.
- iv. Employees do not use company property to perform commercial services outside of tasks and projects assigned by Compassionate Inverclyde.
- v. Piracy, data theft, hacking, and other illicit or unsafe activity.

The following activities are strictly forbidden on company equipment:

- i. Illegally downloading music, films, software, and other digital goods (“Piracy”).
- ii. Installing software on company computers without the authorisation of the CEO
- iii. Sharing confidential material, or other proprietary information outside of authorised parties of Compassionate Inverclyde.
- iv. Gaining unauthorised access to programmes, systems, websites, etc. (“Hacking”).
- v. Introducing malicious software (“Malware”) onto the company network or performing other actions that put the security of the organisation at risk.
- vi. Attempting to bypass the company web filter to access blocked material.
- vii. Accessing content that would reasonably be considered not safe for work such as pornography, violent imagery, and other adult-oriented content.
- viii. Sharing or leaking passwords or other credentials that are used to provide access to company equipment, services, accounts, and other company assets.

The rights of the company:

Employee monitoring

The equipment used to access the internet is the property of Compassionate Inverclyde. Compassionate Inverclyde may use employee monitoring software to ensure the acceptable use of technology by employees, maintain the security of company data and property, and assist with employee productivity tracking. This activity tracking software will be used to monitor employee computer activity, including monitoring internet activity such as the websites visited by employees.

Copyrights:

All data that is created on Compassionate Inverclyde’s computer systems is considered to be owned by Compassionate Inverclyde. Unauthorized disclosure of this data is not permitted and Compassionate Inverclyde reserves the right to disclose this data to authorised parties at its discretion.

Disciplinary action:

Those found to be in violation of this policy may be subject to corrective measures up to and including termination of their employment with Compassionate Inverclyde. Compassionate Inverclyde may use employee monitoring software to ensure the acceptable use of technology by employees, maintain the security of company data and property, and assist with employee productivity tracking. This activity tracking software will be used to monitor employee computer activity, including monitoring internet activity such as the websites visited by employees.

Amendment of policy:

This policy may be amended in writing by Compassionate Inverclyde in its discretion, and amended versions of the policy will be distributed to all employees.

Questions:

Employees who have questions about or do not understand these rules should consult with Compassionate Inverclyde about the scope and application of the policy.

All questions should be directed to Alison Bunce, CEO at 07540766381

Declaration:

I have read and understood the above policy and agree to abide by its terms. I authorise Compassionate Inverclyde to access any communication I make using Compassionate Inverclyde equipment or resources.

Employee name

Date

Employee signature

TO BE SIGNED AND PLACED IN EMPLOYEE PERSONNEL FILE

Document version control

Version number	Change or update	Author or owner	Date
1.0	First version	CEO	11/07/2024