



Email and Internet Use Policy

Policy statement

It is the aim of this policy to ensure that email and the internet are used within the Rock Trust in a professional manner and that the Trust's systems are protected from computer viruses.

General guidelines

- All staff should check their email at least once a day.
- Information of a confidential nature should not normally be sent using email.
- Emails sent should not include any comments which others could find offensive.
- All staff will receive appropriate training in email and the internet.
- The Rock Trust will ensure that there are clear guidelines in place so that all staff know how email should be used within the organisation.
- Work related matters should be dealt with through work designated addresses

Personal email or internet use

It is not the intention of the Rock Trust to prohibit employees using email or accessing the internet for their own personal use. However, a common sense approach should be taken, similar to that which may be taken with personal phones calls made while at work. Personal email or internet use should only be in the employees own time i.e. lunchtime or outwith office hours. The volume of usage should be kept at a minimum and if employees are in any doubt they should seek the permission of their manager before use. Personal emails received or sent should not include any file attachments or graphics. Employees are responsible for informing anyone who sends them personal email at work of the requirements of this policy. The internet should not be used at work to access any pornographic sites or otherwise offensive material.

Generally, employees should not download any software from the internet. Software such as screen savers and wallpaper can be downloaded provided it

is virus checked and is not of an offensive nature.

Monitoring

The Rock Trust reserves the right to monitor email and internet use on its computer systems. Where such monitoring takes place, every effort will be made to avoid reading emails which are clearly of a personal nature. Breaches of this policy will be dealt with under the disciplinary procedure.

Young people and volunteers have access to internet through our systems. This access is open to the same monitoring as staff access. Service delivery procedures will consider this access in line with our normal Health and Safety and Risk Assessment procedures.