



Acceptable Use of ICT – Code of Conduct for Central Staff

To be read and signed by all Central Staff

Introduction

ICT in its many forms – internet, email, mobile devices etc – are now part of our daily lives. It is our duty to ensure that they are used safely and responsibly. All staff at the central offices of STACMAT should be aware of the following responsibilities:

- All Staff understand that ICT includes a wide range of systems, including mobile phones, digital cameras, laptops and tablets.
- All staff understand that it is a disciplinary offence to use STACMAT ICT equipment for any purpose not permitted by its owner.
- No staff will disclose any passwords provided to them by STACMAT.
- All staff understand that they are responsible for all activity carried out under their username.
- Staff will not install any hardware or software on any STACMAT owned device without the CEO or their Line Manager's permission.
- All staff understand that their use of the internet may be monitored and if anything untoward is uncovered, could be logged and used in line with any disciplinary procedures. This includes all STACMAT owned devices. If an E-safety incident should occur, staff will report it to the CEO as soon as possible.
- All staff will only use the STACMAT's email / internet / intranet etc and any related technologies for uses permitted by the CEO or Directors. If anyone is unsure about an intended use, they should speak to the CEO beforehand.
- All staff will ensure that data is kept secure and is used appropriately as authorised by the CEO or Directors. No passwords should be divulged and memory sticks should also be encrypted.
- Personal devices must only be used in the context of STACMAT business with the explicit permission of the CEO or Line Manager.
- All staff using STACMAT equipment will not browse, download, upload or distribute any material that could be considered offensive, illegal or discriminatory.
- All staff will only use the approved email system for STACMAT business.
- All staff will make every effort to comply with copyright and intellectual property rights.
- All staff must ensure that they are aware of their responsibilities under General Data Protection Regulations (GDPR), and that they comply with these regulations.

I acknowledge that I have received a copy of the Acceptable Use Code of Conduct.

Full Name _____

Signature _____

Date _____