

**Derbyshire County Council**  
**Internet and Email Acceptable Use – Guidance for Managers**

## **Introduction**

This guidance for managers deals with the Council's Internet and Email Acceptable Use policy on personal use of email and the Internet. All information relating to this policy is available at

[http://www.derbyshire.gov.uk/working\\_for\\_us/data/at\\_your\\_desk/email/default.asp](http://www.derbyshire.gov.uk/working_for_us/data/at_your_desk/email/default.asp)

together with answers to a number of frequently asked questions.

## **Responsibility for the Policy**

As with other policies that affect staff, the Director of Human Resources via the Information Governance Group has responsibility for ensuring that the Council's policy on Internet and email use is reviewed on a regular basis.

As part of the process of setting up a new email/Internet user account, the Transformation Service will send an email to a new user which includes links to the Council's policy and guidance notes on Internet and email use.

Staff must not use the County Council's Internet and Email systems for their own private or personal use which includes:

- conduct of private trade or business purposes;
- Viewing, saving or distributing sexually explicit, illegal, discriminatory or offensive material;
- Accessing or transmitting a computer virus or any form of malware;
- Hacking, gambling or promoting illegal activities.
- Damage the reputation or the interests of the County Council;
- Influence support for a political party;
- Download or upload music, videos, games, copyright-protected or pirated material.

## **Enforcement of the Policy**

Proper implementation of the policy in your department is the responsibility of all staff but the specific responsibility for ensuring that all staff comply with the policy rests with line managers and your Strategic Director.

Regular checks of the Council's email, Internet, and computer systems take place. Random checks of computer equipment - including individual PCs also take place.

The purpose of these audits will be to check for inappropriate use and to make sure that no unauthorised software and other files - particularly movie and/or music files - have been installed or downloaded onto employees' computers. If found, unauthorised or inappropriate software will be removed and disciplinary action may follow.

The misuse of the Internet or email system is not in itself regarded as a breach of the Council's Financial Regulations. However, any activity of the type listed in the

Financial Regulations will be referred to Audit Services for investigation under existing procedures.

## **Strategic Directors' Responsibilities**

The Transformation Service will provide your Strategic Director with regular management reports relating to the use of the Internet and email by employees within the department. These reports will assist your Strategic Director to identify inappropriate use and help to ensure that all staff comply with the policy.

## **Line managers' responsibilities**

### Awareness

At regular intervals when a member of staff logs on to the system they will see a link to the policy and be required to accept it. However, you should ensure that all staff who have access to the Council's email and the Internet are aware of the policy, both at induction and at regular intervals throughout their employment.

### Accidental access to inappropriate material

Your staff may receive an email (and attachment) or inadvertently visit an Internet site that contains unacceptable material. If this occurs, it is their responsibility to inform you immediately.

You should keep a record of all details relating to the incident and you should seek an explanation as to how the event occurred. This information may be required later for audit purposes.

If you are not satisfied with the explanation and consider that it is necessary to conduct further investigation in to suspected misuse of the Internet and email facilities, please seek further guidance from Human Resources/Audit Services.

### Blocked email or websites

The Internet and email system will block access to websites which the Council believes contains inappropriate material. The system will also quarantine incoming email that appears to contain inappropriate material.

Sometimes, however, a website may be wrongly blocked or an email wrongly quarantined by the system.

You or your staff may wish to have a website 'unblocked' or to have an email released from quarantine. You should contact the Transformation Service Desk if you receive this request from your staff.

## **Further Guidance**

If you have any questions about the Council's Internet and Email Acceptable Use policy please see the Frequently Asked Questions page at [http://www.derbyshire.gov.uk/working\\_for\\_us/data/at\\_your\\_desk/email/default.asp](http://www.derbyshire.gov.uk/working_for_us/data/at_your_desk/email/default.asp).

Line Managers and Strategic Directors should seek advice from Human Resources, Transformation Service and Legal Services as appropriate to fulfil their responsibilities and refer issues to Audit Services only where a breach of financial regulations is suspected from the usage of the email and Internet system.