

## **ICT FACILITIES ACCEPTABLE USE POLICY**

The following is a copy of the ICT Facilities Acceptable Use Policy approved by the Policy and Resources Committee of Aberdeenshire Council on 3<sup>rd</sup> March 2016.

### START OF POLICY

#### **Scope**

This Policy applies to all use including in particular personal use of Aberdeenshire Council's Information and Communication Technology (ICT) facilities.

#### **Policy Statement**

1. The Council's ICT facilities, for example desktop computers, mobile devices (including Smartphones), Internet access and applications (including e-mail) are provided for Council purposes.
2. The Council wishes to promote responsible and productive use of its ICT facilities in the context of a society where electronic information is increasingly widespread and important.
3. The Council accepts that the boundaries between personal and business time often overlap in the modern world and therefore limited personal use of its ICT facilities is acceptable and can be accommodated within the overall capacity of the ICT infrastructure at no extra cost.
4. The Council recognises that acceptable personal use of its ICT facilities can contribute to a healthy balance between the responsibilities associated with work, lifelong learning and personal life.
5. The Council expects that any personal use of its ICT facilities will be undertaken in a professional, honest, trustworthy and responsible way and not for any commercial purpose.
6. The Council requires that the integrity and security of Council information and the ICT assets infrastructure be protected. The Information Security Policy and associated policies and Codes of Practice must be observed at all times.
7. The Council will provide and maintain appropriate Codes of Practice for ICT Facilities Acceptable Use by employees, elected members, school children etc. but these are not intended to and cannot cover all possible eventualities.
8. All use of Council ICT facilities must be within the law and not liable to cause offence to others or liability to the Council. All personal use must not be excessive as defined in the relevant Code of Practice. If there is any doubt as to whether a level or type of ICT use is acceptable this should be discussed and agreed with the Group Leader or ICT Service Desk.
9. All use of Council ICT facilities can be monitored or investigated although at all times every reasonable effort will be made to respect individual privacy.
10. The Council sets out to trust users of its ICT facilities to behave in a responsible and reasonable way. It should be clearly understood, however, by all concerned that firm action can and will be taken to apply this Policy, including, where appropriate, disciplinary or legal measures.

<b>Revision Date</b>	<b>Previous Revision Date</b>	<b>Summary of Changes</b>
3 March 2016	22 May 2015	Cosmetic changes to reflect updated technologies. Approved at Policy and Resources Committee along with associated Elected Members Code of Practice.
22 May 2015	October 2012	Cosmetic changes: Revision and Distribution sections added.  Reviewed as part of wider Code Practice.

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