



SOMERSET COUNTY YOUTH SERVICE ACCEPTABLE USE OF EMAIL AND THE INTERNET – updated 2006

The Council provides E-mail and Internet access to staff and actively encourages its use.

Staff may use E Mail and the Internet at anytime for activities **directly related to their job** and the work of the Authority. These can include research, analysis, information retrieval and communication with other organisations.

Staff may also use the E Mail and Internet for personal purposes **in their own time**.

But staff may not, at anytime, use the internet to:-

- Access pornography
- Gamble
- Play online games
- Illegally download copyrighted material
- Take part in chat rooms
- Use instant messaging or internet telephony

And staff may not, at anytime, use e mail to send :-

- defamatory,
- abusive,
- sexist or
- racist messages or images

The Council's Code reminds employees that whilst one individual may not find material offensive, another employee may do and this could lead to a claim for discrimination, harassment, libel or criminal prosecution. Employees accept the risk that inbound e-mails may obtain explicit or offensive material and is beyond the control of Somerset County Council. Any such material must be reported to Line Managers immediately.

The Council is committed to creating a working environment which encourages understanding, trust and co-operation between individuals, teams and services, ensuring that all employees are treated with dignity and respect.

As a public body the Council has a wider responsibility to the community of Somerset. Any workplace practices which could undermine the Council's commitments in this respect will be dealt with seriously, in line with its Disciplinary Procedure.

For more details, please read the acceptable usage policy, available here:

Please note all access to the Internet is logged and may be monitored. Evidence of abuse can be used in disciplinary procedures.

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