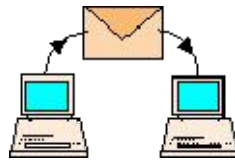


Internet, Email & Mobile Phone Policy (Accessible)



November 2008

This accessible policy has been produced to assist the people we support to understand our policy framework within the context and best practice of inclusive communication. This accessible policy is not a substitute for the full policy document and therefore staff and managers must make themselves familiar with the full policy document.

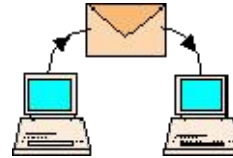
The complete policy statement can be found within the Internet, Email and Mobile Phone Policy document available from the Admin Team at the Consortium Office.

This policy is about how all Consortium staff must behave when using:

The Internet



Emails



Mobile Phones



Consortium staff will be able to use these things mostly for work.

The Consortium says that staff can use them sometimes for their own use, but not all the time and not if it gets in the way of their work.

Using Them Properly

Staff must use these things properly and not for things which are either dirty or against the law.



Internet

You can get a lot of information on the internet. A lot of it is good and useful but you can also see a lot of bad stuff. Staff must be careful not to look at the bad stuff.

When you use the internet it is possible for people to find out that staff are from The Consortium, so we don't want staff to look at anything which will give The Consortium a bad name.



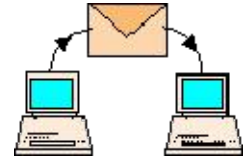
Some of the bad stuff might also be against the law and get staff and The Consortium into trouble.



Email

Emails are the same as letters and anything which is written in an email is just as important.

So staff must be very careful and know that all emails can be read even when staff think they have got rid of them.



Mobile Phones

If staff are given a mobile phone by The Consortium then they must only use it for work.

Sometimes they might need to ring home or a friend this is okay so long as it is an emergency.

Staff are not allowed to use their mobile phones whilst in a car.



Keeping Information Private

Staff must keep all information private and not give it to anyone else.

How will we know staff are using the equipment properly?

The Consortium can use ways to find out what people are using their computers for, even if people try to get rid of information.

The Consortium will sometimes look at computers without telling staff they are going to.



If anything inappropriate is found then the line manager will be told and they will deal with it

Looking after the equipment

Staff must look after the equipment, and not break it.



Staff must be careful that equipment is not made easy for others to steal.

