



Heybridge Parish Council

IT Policy

1. This policy applies to all employees and Members of the Council.
2. All IT equipment, associated hardware and software are and remain the property of Heybridge Parish Council.
3. As the authorised user, employees and Members are responsible for its safe keeping and appropriate use.
4. As employees and Members of the Council:-
 - You must not attempt to modify or alter the hardware without the permission of the Chairman of Heybridge Parish Council (or appointed Member) or Clerk;
 - Similarly you must not attempt to modify, delete or alter the setup of the windows environment or any software loaded on your workstation;
 - You should not install any software without permission of the Chairman of Heybridge Parish Council (or appointed Member) or Clerk;
 - You must not make illegal copies of software for use by yourself or third parties.
5. Intentional use of internet resources to access, transmit or retrieve any material or communications that are obscene, pornographic, or sexually explicit, or a discriminatory or harassing nature or which are derogatory to any individual or group, or are threatening in nature is prohibited.
6. **Status**

This policy will be considered for adoption by full Council on 17th November 2016 and will be reviewed annually. Adopted by full Council on 15th December 2016.