DUNCHURCH PARISH COUNCIL & COMMUNITY LIBRARY
ACCEPTABLE INTERNET USEAGE

PURPOSE/PRINCIPLE	Use of the computer/internet by Volunteers and Library Users of Dunchurch Community Library is permitted and encouraged where such use supports the goals and objectives of the business.
SCOPE	Volunteers and library users
DATE ADOPTED	
MINUTE REFERENCE	
PREVIOUS VERSIONS (DATES)	September 2021, July 2020, March 2019, April 2018, March 2017, 2012
NEXT REVIEW	October 2024

DUNCHURCH PARISH COUNCIL & COMMUNITY LIBRARY
Acceptable Internet Usage – reviewed & approved October 2022

Use of the computer/internet by Volunteers and Library Users of Dunchurch Community Library is permitted and encouraged where such use supports the goals and objectives of the business.

However, Dunchurch Community Library has a policy for the use of the computer/internet whereby Volunteers and Library Users must ensure that they:

- comply with current legislation
- use the computer/internet in an acceptable way
- do not create unnecessary business risk by their misuse of the internet

Unacceptable behaviour

The following is deemed unacceptable use or behaviour by Volunteers and Library Users:

- visiting internet sites that contain obscene, hateful, pornographic, or otherwise illegal material
- using the computer to perpetrate any form of fraud, or software, film, or music piracy
- using the computer to send offensive or harassing material to other users.
- downloading commercial software or any copyrighted materials belonging to third parties, unless this download is covered or permitted under a commercial agreement or other such licence
- hacking into unauthorised areas
- publishing defamatory and/or knowingly false material about Dunchurch Community Library, your colleagues, and/or our customers on social networking sites, 'blogs' (online journals), 'wikis' and any online publishing format
- revealing confidential information about Dunchurch Community Library in a personal online posting, upload, or transmission - including financial information and information relating to our customers, business plans, policies, staff, and/or internal discussions
- undertaking deliberate activities that waste staff effort or networked resources
- introducing any form of malicious software into the network

Company-owned information held on third-party websites

If you produce, collect, and/or process business-related information in the course of your work, the information remains the property of Dunchurch Community Library.

This includes such information stored on third-party websites such as webmail service providers and social networking sites, such as Facebook and LinkedIn.

Monitoring

Dunchurch Community Library accepts that the use of the computer/internet is a valuable tool. However, misuse of this facility can have a negative impact upon productivity and the reputation of the Library and Parish Council.

DUNCHURCH PARISH COUNCIL & COMMUNITY LIBRARY
Acceptable Internet Usage – reviewed & approved October 2022

Agreement

All Volunteers, contractors or temporary staff who have been granted the right to use the Community Library computers are required to sign confirming their understanding and acceptance of this policy.