



## **COLEHILL PARISH COUNCIL**

### **ACCEPTABLE USAGE POLICY – ADOPTED 14<sup>th</sup> March 2023**

The following policies apply to any computer equipment (incl laptops, tablets, smartphones) provided by CPC to employees or Councillors.

1. Equipment remains the property of CPC and must be returned on request.
2. Equipment is provided primarily for Council use, but it may be used for limited personal use provided that doesn't harm the equipment or damage the reputation of the council.
3. The equipment mustn't be used to download or view any offensive, indecent or obscene material including abusive images or literature.
4. The equipment mustn't be used for any form of gaming, lottery or betting activity.
5. You mustn't install your own software/apps or use for your own personal email.
6. Laptops must be password protected, tablets passcode protected.
7. Tablets must be kept in a protective case.
8. Laptops must be transported in a padded carry case or backpack.
9. Equipment must not be taken abroad without the consent of the Chair and Clerk.
10. Equipment must be returned annually for two weeks before the annual meeting to enable updates and/or anti-virus refresh.

#### **Version History**

| Date     | Summary of Changes  |
|----------|---|
| 08/12/20 | New Policy  |
| 08/03/22 | Reviewed – no changes   |
| 14/03/23 | Addition of point 10 (to recall devices annually for updates etc) |

This Policy will be reviewed annually, the next review is due March 2024.