



COLEHILL TOWN COUNCIL

ACCEPTABLE USAGE POLICY – ADOPTED 21st April 2026

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

1. Equipment remains the property of CTC 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.

Version History

Date	Summary of Changes
8/12/20	New Policy
8/3/22	Reviewed, no changes
14/3/23	Reviewed, no changes
25/6/24	Reviewed, no changes
22/4/25	Reviewed, no changes
21/4/26	Council name changed to Colehill Town Council

This Policy will be reviewed annually, next review due April 2027.