

THE MERIDALE ORGANISATION

COMPUTER & INTERNET USE POLICY

Overview

This policy covers the use of the internet by anyone who holds a computer network user account for The Meridale Organisation. Use is permitted and encouraged where it supports the goals and objectives of The Meridale Organisation. However, The Meridale Organisation has a policy for the use of the internet whereby users must ensure that they:

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

Unacceptable Behaviour

In particular, the following is deemed unacceptable use or behaviour by 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 internet 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 The Meridale Organisation, workers and/or our members on social networking sites, 'blogs' (online journals), 'wikis' and any online publishing format
- revealing confidential information about The Meridale Organisation in a personal online posting, upload or transmission - including financial information and information relating to our customers/ members, 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 corporate network

Organisation-owned information held on third-party websites

If you produce, collect and/or process information in the course of your work, the information remains the property of The Meridale Organisation. This includes such information stored on third-party websites such as webmail service providers and social networking sites, such as Facebook, Twitter, Instagram, TikTok and LinkedIn.

Monitoring

The Meridale Organisation accepts that the use of the internet is a valuable tool. However, misuse of this facility can have a negative impact upon staff productivity and the reputation of the organisation.

In addition, all of Meridale's internet-related resources are provided for the benefit of Meridale. Therefore, the management maintains the right to monitor the volume of internet and network traffic, together with the internet sites visited. The specific content of any transactions will not be monitored unless there is a suspicion of improper use.

Sanctions

Where it is believed that a member or other user has failed to comply with this policy, they will face the organisation's disciplinary procedure. If the user/member is found to have breached the policy, they will face a disciplinary hearing by the Trustees. The actual penalty applied will depend on factors such as the seriousness of the breach and the user/member's disciplinary record.

Agreement

All adults who have been granted the right to use Meridale's internet access and have logged on for the first time automatically confirm their understanding and acceptance of this policy.

Online Safety

Meridale may restrict access to specific types of internet websites and resources for the safety of the internal network and users. Users with access to a Meridale email account must remain vigilant, especially when dealing with emails from unknown / untrusted sources and when being asked to click on links. If in doubt, seek a second opinion. There is now a plethora of advice for staying safe online and adult users are encouraged to research and follow this.

Computer Use by Minors

Minors, such as those participating in activities organised by the Youth Groups, will from time to time use the Meridale wi-fi network and equipment to access the internet. It is imperative that young people are safeguarded by appropriate procedures and guidance from adults when doing so. A specific policy developed by the Youth Groups addresses this.

Monitoring and Review

The Trustees will review this statement periodically and no later than three years from the date below.

Signed: (On behalf of the Meridale Organisation)

Name:

Position:

Date: