

ICT USE AND INFORMATION SECURITY TEN 'GOLDEN RULES'

- * RBC provides ICT (equipment, access, data and information) for WORK USE - it is not a substitute for, or an extension of, your personal home computing facilities.
- * The facility for RBC ICT personal use (in accordance with the policy) is at the discretion of the Council, it is not a right, and it may be withdrawn at any time. Any personal use is undertaken at the risk of the employee.
- * Discretionary personal use (e-mail, internet etc.) must never interfere with the performance of your work duties or service to clients and customers. Sensible personal use of e-mail and internet access is expected at all times and this must not expose the Council to any consequential liability, financial risk or loss of reputation in the community.
- * You must never compromise the confidentiality, safety and security of the data and equipment that you use. You must not damage ICT equipment.
- * The Council's ICT equipment and facilities must never be used to create, access, view, download, forward or distribute offensive and unacceptable material (e.g. pornographic material, MP3 files, DVDs, software, and other copyrighted material for which the Council could be held liable).
- * You must only use the corporate e-mail (@reading.gov.uk) for business e-mail. Personal e-mail may be conducted (in accordance with the policy) using your own personal account accessed via your web browser (e.g. Yahoo), separate to your Council e-mail account.
- * You must not download customised tool bars, screen savers or wallpaper.
- * You should not relocate any installed ICT equipment.
- * You should not share logins and passwords (in accordance with the policy).
- * You should not purchase and install hardware, software or ICT services, or hire external ICT staff, without the agreement of corporate / Directorate ICT.