

Internet Use Policy



Internet access is provided to staff to assist in carrying out work related tasks for the organisation. Therefore, non-work related Internet use is restricted and should primarily be done outside of normal working hours i.e. during lunch breaks, before 8:45 am or after 4:45 pm. *(This does not apply to Students).*

AoG has a responsibility to ensure that computer security is maintained, the performance of its systems and software does not suffer and there is adequate protection against copyright, data protection and confidentiality.

When using the organisation's Internet facilities you should comply with the following guidelines:

- You may only access the Internet by using the organisation's content scanning software, firewall and router.
- Do not download text or images which contain material of a pornographic, racist or extreme political nature, or which incites violence, hatred or any illegal activity.
- Do not download content from Internet sites unless it is work related.
- Do not download software from the Internet and install it upon the organisation's computer equipment unless you have prior approval from the Assistant National Leader or Principal. This includes free or demo software.
- Respect the legal protections to data and software provided by copyright and licences - unauthorised copying of software is a criminal offence.
- Do not use Internet access to transmit or download material that is obscene, threatening or harassing.
- Do not use the organisation's computers to make unauthorised entry or interfere with any other computer or network.
- Personal use of the Internet must not interfere with your work or affect your job performance.
- You must comply with AoG's Social Media Policy.
- Inform the IT Officer immediately of any unusual occurrence.

If you are in any doubt about an issue please ask your line manager or the IT Officer.

Student Access to The Internet

Access to the Internet and Mattersey Hall Emails is available at all times for students.

It is every student's responsibility to make sure you comply with this policy. Abuse of access to the Internet and Student Emails can lead to the withdrawal of all network access and/or other College systems or limited access.

Where violation of these conditions is illegal and/or unlawful, or results in loss or damage to the College, the matter will be referred for the appropriate disciplinary or legal action.

The connection to the Internet is made through a managed firewall that logs the sites and services accessed by voucher code. This monitoring system records the connections, downloads made and what was viewed. Access to the Internet will automatically be terminated when an individual ceases to be a student of the College.

Please use discretion and caution in communication with others on the Internet. Privacy cannot be guaranteed in a networked environment. **DO NOT GIVE OUT HOME PHONE NUMBERS, ADDRESSES, OR CREDIT CARD NUMBERS**, share sensitive details, financial or other confidential information.

If you are in any doubt about an issue please ask the College Dean, Student Life Manager or the IT Officer.

Disciplinary Action

All employees/students are required to adhere to this policy and should be aware that misuse of the Internet, may lead to disciplinary action under AoG's Disciplinary Procedure.

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