



GTA Internet Usage Policy 2022-2023

This policy applies to all members of GTA (including staff, learners, volunteers, parents/carers and visitor users) who have access to and are users of GTA ICT systems, both in and out of GTA.

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Signature:

A handwritten signature in black ink, appearing to be 'J. Mace', with a small checkmark to its right.

Approved By: J. Mace
 Position: CEO
 Date: 08/03/2024

Internet usage policy

This Internet Usage Policy applies to all employees of Doncaster, Rotherham and District Motor Trades GTA who have access to computers and the Internet to be used in the performance of their work. Use of the Internet by employees of Doncaster, Rotherham and District Motor Trades GTA is permitted and encouraged where such use supports the goals and objectives of the business. However, access to the Internet through Doncaster, Rotherham and District Motor Trades GTA is a privilege and all employees must adhere to the policies concerning Computer, Email and Internet usage.

Violation of these policies could result in disciplinary and/or legal action leading up to and including termination of employment. Employees may also be held personally liable for damages caused by any violations of this policy. All employees are required to acknowledge receipt and confirm that they have understood and agree to abide by the rules hereunder.

Computer, email and internet usage

- a. Company employees are expected to use the Internet responsibly and productively. Internet access is limited to job-related activities only and personal use is not usually permitted unless authorised by the Chief Executive.
- b. Job-related activities include research and educational tasks that may be found via the Internet that would help in an employee's role.
- c. All Internet data that is composed, transmitted and/or received by Doncaster, Rotherham and District Motor Trades computer systems is considered to belong to Doncaster, Rotherham and District Motor Trades GTA and is recognised as part of its official data. It is therefore subject to disclosure for legal reasons or to other appropriate third parties.
- d. The equipment, services and technology used to access the Internet are the property of Doncaster, Rotherham and District Motor Trades GTA and the company reserves the right to monitor Internet traffic and monitor and access data that is composed, sent or received through its online connections.
- e. Emails sent via the company email system should not contain content that is deemed to be offensive. This includes, though is not restricted to, the use of vulgar or harassing language/images.
- f. All sites and downloads may be monitored and/or blocked by Doncaster, Rotherham and District Motor Trades GTA if they are deemed to be harmful and/or not productive to business.
- g. The installation of software such as instant messaging technology is strictly prohibited.

Unacceptable use of the internet by employees includes, but is not limited to:

- a. Sending or posting discriminatory, harassing, or threatening messages or images on the Internet or via Doncaster, Rotherham and District Motor Trades GTA email service.
- b. Using computers to perpetrate any form of fraud, and/or software, film or music piracy.
- c. Stealing, using, or disclosing someone else's password without authorisation.
- d. Downloading, copying or pirating software and electronic files that are copyrighted or without authorisation.
- e. Sharing confidential material, trade secrets, intellectual property or proprietary information outside of the organisation.
- f. Hacking into unauthorised websites.
- g. Sending or posting information that is defamatory to the company, its products/services, colleagues and/or customers.
- h. Introducing malicious software onto the company network and/or jeopardizing the security of the organisation's electronic communications systems.
- i. Sending or posting chain letters, solicitations, or advertisements not related to business purposes or activities.
- j. Passing off personal views as representing those of the organization.

If an employee is unsure about what constitutes acceptable Internet usage, then he/she should ask his/her supervisor for further guidance and clarification.

All terms and conditions as stated in this document apply to all users of Doncaster, Rotherham and District Motor Trades GTA network and Internet connection. All terms and conditions as stated in this document reflect an agreement of all parties and should be governed and interpreted by the policies and procedures mentioned above.

Any user violating these policies is subject to disciplinary actions deemed appropriate by Doncaster, Rotherham and District Motor Trades GTA.

User compliance

I understand and will abide by this Internet Usage Policy. I further understand that should I commit any violation of this policy, my access privileges may be revoked, and disciplinary action and/or appropriate legal action may be taken.

Employee Name

Employee signature

Date