NOTICE

Use of Computer Systems

**This notice must be displayed in all areas or offices**

**where PCs are accessible to staff or SERVICE USERS**

***This notice is to be read in conjunction with the Internet and Email Usage Policy QMP005***

**ELECTRONIC MAIL (E-mail)**

**DO NOT:**

* Make statements which cannot be proven to be true.
* Participate in ‘chain letters’ or virus warning messages.
* Transmit confidential or commercially sensitive information.
* Use public news groups or public forums without written permission from your line manager.
* Impede the conduct of Expect’s business.

**WORLD WIDE WEB (Internet)**

**DO NOT:**

* Upload/download or install unauthorised or unlicensed software in any part of Expect’s computer system or network.
* Use the Internet facilities to disable, impair, or overload performance of any computer system or network
* Circumvent any system intended to protect the privacy or security of another user.
* Access, post or share any unlawful, racist, sexist, threatening, obscene, pornographic or otherwise objectionable material.
* Use for any personal monetary interests or gain.
* Do not disable virus checking which has been enabled on any Company computer or any part of the Company’s network.

##### GENERAL

* All computers connected to Expect’s network via Ethernet must be approved by the IT Manager.
* Only authorised users may have access to computer equipment.
* Computer equipment must have security facilities appropriate to the sensitivity of the data held.
* Active computer terminals must not be left unattended.
* Staff will be responsible for any computer activity performed using their account log-on.
* Data that was not created by the user must not be deleted from any computer without consultation.
* Do not eat or drink within the immediate vicinity of computer equipment.
* Any personal use of the Internet is a privilege, not a right.

Contravention of the Internet and Email Policy (QMP005), will be considered Gross Misconduct and may therefore be subject to the Company’s disciplinary procedures