



Acceptable Use of I.T. Policy

NEWPORT COUNTY AFC

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1. Introduction

This policy document tells you how you may use the Newport County Association Football Club Internet facility. It outlines your personal responsibilities and informs you what you must and must not do.

The objective of this Policy is to direct all users of the Internet facility by:

- Providing guidance on expected working practice
- Highlighting issues affecting use
- Describing the standards that users must maintain
- Stating the actions that may be taken to monitor the effectiveness of this policy
- Warning users about the consequences of inappropriate use of the internet service

The Internet facility is made available for the business purposes of the organisation. A certain amount of personal use is permitted in accordance with the statements contained within this policy.

It is recognised that it is impossible to define precise rules covering all Internet activities available and adherence should be undertaken within the spirit of the policy to ensure productive use of the facility is made.

This policy covers all Internet facilities that are provided by Newport County Association Football Club for the purpose of conducting and supporting official business activity through the organisation's network infrastructure and all mobile devices.

Non-compliance with this policy could have a significant effect on the efficient operation of the organisation and may result in financial loss and an inability to provide necessary services to our customers. If any user is found to have breached this policy, they will be subject to disciplinary procedures. If a criminal offence is considered to have been committed, further action may be taken to assist in the prosecution of the offender(s).

If you do not understand the implications of this policy or how it may apply to you, seek advice in the first instance from your immediate manager.

2. Internet Acceptable Use Policy

Business Use of the Internet Service

Your Internet access must be used in accordance with this policy for tasks reasonably related to your work including:

- Access to information that is pertinent to fulfilling the organisation's business obligations
- The capability to post updates to organisation-owned and/or maintained web sites
- An electronic commerce facility (e.g. purchasing equipment for the organisation)
- Research

Personal Use of the Internet Service

The organisation permits personal use of the Internet in your own time (for example during your lunch-break), provided it does not interfere with your work. Any exception to this is at the discretion of your line manager.

The organisation is not, however, responsible for any personal transactions you enter into - for example in respect of the quality, delivery or loss of items ordered. You must accept responsibility for, and keep the organisation protected against, any claims, damages, losses or the like which might arise from your transaction - for example in relation to payment for the items or any personal injury or damage to property they might cause.

If you purchase personal goods or services via the Internet service, you are responsible for ensuring that the information you provide shows that the transaction is being entered into by you personally and not on behalf of the organisation.

You must ensure that personal goods and services purchased are delivered to your home or other personal address and not delivered to organisation property, unless sanctioned from your line manager.

If you are in any doubt about how you may make personal use of the Internet service, you are advised not to do so.

All personal usage must be in accordance with this policy. Your computer and company-provided mobile devices and any data held on them are the property of the organisation and may be accessed at any time by the organisation to ensure compliance with all its statutory, regulatory and internal policy requirements.

Internet Account Management, Security and Monitoring

The organisation will provide a secure logon-id and password facility for your Internet account. The IT Service Desk is responsible for the technical management of this account.

You are responsible for the security provided by your Internet account user name and password. Only you must know your user name and password and you must be the only person who uses your Internet account.

You must not use anyone else's user name to access the Internet.

The provision of Internet access is owned by the organisation and all access is recorded, logged and interrogated for the purposes of:

- Monitoring total usage to ensure business use is not impacted by lack of capacity
- Monitoring all access for reports that are produced for line managers and auditors

3. Prohibited Uses of the Internet Service

Except where it is strictly and necessarily required for your work, for example Marketing activity or other commercial activity, you must not use your Internet account to:

- Subscribe to, enter or use peer-to-peer networks or install software that allows sharing of music, video or image files
- Subscribe to, enter or utilise real time chat facilities such as chat rooms, text messenger or pager programs
- Subscribe to, enter or use online gaming or betting sites
- Subscribe to or enter "money making" sites or enter or use "money making" programs.
- Run a private business
- Download any software that does not comply with the organisation's software policy

You can never use the internet service to:

- Create, download, upload, display or access knowingly, sites that contain pornography or other “unsuitable” material that might be deemed illegal, obscene, offensive, or compromise the safeguarding children, equality and adults at risk policies.
- Use the internet or email to access or share any material that may be considered to relate to terrorism or extremism, nor should such material be downloaded or stored on systems owned or controlled by the Club.
- Use internet or email to engage in or support the radicalisation or potential radicalisation of any individual, whether that person(s), known or unknown are within the club or not.
- Place any information on the Internet that relates to Newport County Association Football Club or academy, alter any information about it, or express any opinion about the College, unless they are specifically authorised to do this.
- Post photographs or video images of academy players on any other medium than the ones outlined in the photography and images policy and never on personal social media/websites.
- Allow anyone else to use their user ID to access any of the academy systems or information.
- Use the internet or email for the purposes of harassment or abuse.
- Use WhatsApp or any other social media sites to contact Academy members. This can be done via use of Team App, Sports You and allocated Newport County AFC email addresses.

The above list gives examples of “unsuitable” usage but is neither exclusive nor exhaustive. “Unsuitable” material will include data, images, audio files or video files the transmission of which is illegal and material that is against the rule, essence and spirit of this and other organisational policies.

The Club will take steps to block the following categories of websites:

- Illegal
- Pornographic
- Violence
- Hate and discrimination
- Terrorism & Radicalisation
- Offensive
- Weapons
- Hacking
- Web chat
- Gambling
- Dating
- Radio stations
- Games
- Streaming Media (discretionary)

If you have inadvertently attempted to access such a site, you should inform IT Service Desk immediately.

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- Monitoring total usage to ensure business use is not impacted by lack of capacity.
- Monitoring all access for reports that are produced for line managers and auditors.