Internet Acceptable Use

This document outlines the Scottish Prison Service Policy in relation to Internet Acceptable Use.

Published by Human Resources, Corporate Services

Published 1 April 2016

Unlocking Potential - Transforming Lives.

Policy Number:

HR031/V001

Directorate Owners:

Corporate Services, Human Resources.

Policy Scope:

This policy applies to all SPS employees and all individuals who may access the internet via SPS resources

Links to Other Policies:

[Social Media Policy](#)

[Code of Conduct](#)

[Civil Service Code](#)

Approved by:

Head of HR

Effective date:

01 April 2016

Review Date:

01 April 2019

Policy Content

1.0   Introduction

The Scottish Prison Service (SPS) acknowledges that information technology is an essential part of SPS' business, therefore it is important that all employees understand their responsibilities in relation to the acceptable use of our systems and services.

2.0   Aim

This policy aims to encourage the responsible and productive use of the internet by all users and to make employees aware of the benefits and risks associated with accessing the internet.

The main purpose of SPS internet access is to allow resources and information to be made available which support the Vision, Mission and Values of the SPS.

3.0   Policy Statement

The SPS understands that internet access allows employees to access useful information and communicate effectively. Internet access is encouraged where it supports the Vision, Mission and Values of the SPS.

All Scottish Prisons Information Network (SPIN) users must take responsibility for their internet access, as they may be held liable for any damages caused by violation of this policy.

All SPIN users will be required to acknowledge at internet sign on that they have read, understand and accept the contents of the SPS Internet Acceptable Use policy.

All users must adhere to the policy: failure to do so could result in removal of internet or SPIN access and action being taken under the SPS' disciplinary processes.

4.0   Scope

This policy applies to all SPS employees, regardless of their contract of employment. The policy also applies to business partners and visitors who access the internet through SPS resources.

This document provides information for all SPS employees and SPIN users on the acceptable use of the internet accessed via SPS resources.

5.0   Definitions

For simplification of this document the following terms and definitions apply:

- **Inappropriate content** - This can be defined as content which is defamatory, obscene, pornographic, sexist, homophobic, transphobic, racist, sectarian or otherwise offensive and contrary to the SPS' Values. This includes (but is not limited to) sites offering any data capable of being resolved into offensive, obscene or indecent images.

- **Inappropriate sites**- Any site hosting or promoting inappropriate or malicious content can be considered in itself inappropriate. In addition to this, the SPS considers sites which promote or facilitate gambling of any sort to be inappropriate.

- **Streaming** - Playback of visual or audio media from the internet.

6.0   Roles & Responsibilities

Users

The SPS will make reasonable efforts to ensure that inappropriate content is not accessed through SPIN; however it is the responsibility of individual employees to ensure that they do not access or post such content.

It is the responsibility of users when utilising material from the internet to observe copyright and licensing provisions.

Where an inappropriate site is inadvertently accessed by a user, it is the user's responsibility to ensure that his or her line manager is aware of the circumstances.

All employees must take a responsible attitude towards internet usage and ensure that personal use has no impact on their ability to perform their duties to the high standards expected by the SPS.

Line Managers

It is the responsibility of local line managers to ensure that internet usage does not interfere with the delivery of SPS business.

Any misuse of the internet, including bullying or harassment should be reported to Line Managers to investigate.

ISS

It is the responsibility of the SPS' Information Systems and Strategy (ISS) department to maintain a record of internet access and to manage user permissions.

7.0   Monitoring Internet Access

SPIN users' internet access will be monitored. This monitoring will seek to ensure that no inappropriate sites or content is accessed.   The system also provides logging of a user's browsing history which can be provided on request through the HR Business Partner to local line management, where it is reasonable to do so.

8.0   Access to Inappropriate Material

SPS will take reasonable precautions to ensure that users access only appropriate material, including blocking known inappropriate content, monitoring user access to websites and investigating instances of possible inappropriate use. However it is not possible to guarantee that particular types of material will never appear.

Users are required to exercise their good judgment while using internet services in order not to access inappropriate material either deliberately or inadvertently, and to report any inadvertent access to their Line Manager.

9.0   Emails

The SPS encourages the use of email where appropriate to support the organisation's needs as it allows efficient communication, however all employees must be cautious of the risk associated when sending and receiving emails.

Sending Emails

Employees should carefully check emails before sending, and ensure that the correct recipients are selected.

Emails should be treated like any other form of written communication and, as such, what is normally regarded as unacceptable in a letter or in conversation is equally unacceptable in an email.

Statements to be avoided when emailing include criticising the organisation, other employees or organisational practices.

Receiving Emails

Users should ensure they only open emails sent by trusted senders, and only open attachments that they are expecting. Equally, if an employee receives an obscene or defamatory email, whether unwittingly or otherwise and from whatever source, it should not be forwarded.

10.0 Integrity of the Information Systems Network

The internet provides a link to external sources which could compromise SPIN performance and security through malicious software, or cause reputational damage should inappropriate material be accessed.

Individual users may not install software on any SPIN systems without specific approval to do so.

SPIN performance could also be compromised through excessive internet use. Individual users have a responsibility for ensuring that the network is not adversely affected by the constant streaming of video or audio media or unnecessary download of excessively large files (as a guide a document of 30Mb is considered to be large).

11.0 Reputational Damage

All SPS employees have responsibilities under the Civil Service Code and the SPS' Employee Code of Conduct to maintain high personal and professional standards. The shared, open nature of the internet makes this particularly important when viewing or posting content online.

SPS employees must not present personal views as representing those of the organisation, post or share commercial or confidential information, use SPIN facilities to for any activity which is inconsistent with the Vision, Values and Mission of SPS, share their login details with another, or use the login details of any other user without specific authorisation.

Further Information:

The SPS recognises that from time to time employees may have questions or concerns relating to Internet usage. In certain situations employees' rights and obligations regarding Internet usage may change. In these circumstances the SPS will abide by any statutory obligations.

The SPS wishes to encourage open discussion with employees to ensure that questions and problems can be resolved as quickly as possible. Employees are encouraged to seek clarification on any issues with the appropriate Line Manager in the first instance.

Sustainability

Improving our environmental performance and doing things in a more sustainable way should be seen as integral to our core business practices.

In line with the SPS Sustainable Policy and to demonstrate compliance with the Scottish Government's commitment to improving environmental and sustainable development performance, please be mindful if printing this document – keeping paper usage to a minimum (print only version), printing on both sides, and recycling.

Equality Statement

The SPS is an equal opportunities employer where all employees are treated with dignity and respect. We are fully committed to equality, diversity and human rights and to ensuring our culture, working environment, policies, processes and practices are free from bias. This policy applies to all employees regardless of protected characteristics, and, subject to any eligibility criteria, length of service, grade, working pattern or operational status.

Inclusive Communications

It is our ambition to ensure that SPS documents are readable, accessible and engaging for employees.

In formatting this document, good practice principles around engagement and inclusive communications have been adhered to.

If you require this document in an alternative format please contact Human Resources.

Review and Monitoring

This policy will be reviewed every three years or sooner where applicable to reflect changing business and legislative requirements.

Human Resources Policy and Guidance in SPS

SPS policies take into account current legislation, rules, regulations and best practice guidance from a range of professional and public bodies, including the following:

| UK Civil Service Management Code | UK Legislation | EU Legislation | ACAS | CIPD Best Practice |