

Acceptable Internet Use Policy

Chloe Elizabeth School of Dance

Use of the internet is permitted and encouraged where such use supports the goals and objectives of the business.

However, C.E Dance has a policy for the use of the internet whereby staff must ensure that they:

- comply with current legislation
- use the internet in an acceptable way
- do not create unnecessary business risk to the company by their misuse of the internet

Unacceptable Behaviour

In particular, the following is deemed unacceptable use or behaviour by employees:

- Using the internet to send offensive or harassing material to other users.
- Downloading commercial software or any copyrighted materials belonging to third parties, unless this download is covered or permitted under a commercial agreement or other such licence.
- Hacking into unauthorised areas.
- Publishing defamatory and/or knowingly false material about CE Dance, your colleagues and/or our customers on social networking sites, 'blogs' (online journals), 'wikis' and any online publishing format.
- Revealing confidential information about CE dance in a personal online posting, upload or transmission - including financial information and information relating to our customers, business plans, policies, internal discussions.

Company-owned information held on third-party websites

If you produce, collect and/or process business-related information during your work, the information remains the property of CE dance. This includes such information stored on third-party websites such as webmail service providers and social networking sites, such as Facebook.

Monitoring

CE Dance accepts that the use of the internet is a valuable business tool. However, misuse of this facility can have a negative impact upon staff productivity and the reputation of the business.

Data Protection and Emails

The following list gives guidance on good practice so that emails which you send comply with legislation protecting personal information.

Breaches of the Data Protection Act are most likely to occur through using email to send personal information.

BEFORE SENDING, check:

- 1 Do you have a name listed in the Subject Title? Avoid including personal information such as a student or staff name so there is no immediate access to the individual's identity.
- 2 Have you selected the correct names as your recipients? It is easy to send your message to the wrong person. Make sure you choose the right address before you click send

Be careful when using a group email address. Check who is in the group and make sure you really want to send your message to all in the group

If you want to send an email to a recipient without revealing their address to other recipients, make sure you use blind carbon copy (bcc), not carbon copy (cc). When you use cc every recipient of the message will be able to see the address it was sent to

- 3 Is the email history still included? If it is not necessary, delete it - it may contain personal information
- 4 Are there any files attached? If these are not necessary for your message delete them.