INTERNET & EMAIL ACCEPTABLE USE POLICY

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PURPOSE

ELATT has invested in the necessary resources to ensure that it is able to make the most of the advantages offered by modern electronic communication methods. This Internet & Email Acceptable Use Policy (AUP) document applies to all staff, students and visitors to ELATT and to those offered access to these particular resources.

GENERAL PRINCIPLES

Use of the Internet by ELATT employees, students and visitors is permitted and encouraged where such use is suitable for business and educational purposes and supports the goals and objectives of the company and its business units. The Internet is to be used in a manner that is consistent with the standard normal execution of the individual's responsibilities.

Email accounts and web pages should not be used for anything other than ELATT or educational communications.

Use of Internet, intranet and email may be subject to monitoring for security and / or network management reasons. Users may also be subject to limitations on their use of such resources.

The distribution of any information through the Internet, computer-based services, email, and messaging systems is subject to the scrutiny of the organisation. ELATT reserves the right to determine the suitability of this information.

The use of computing resources is subject to UK law and any illegal use will be dealt with appropriately.

USERS SHALL NOT:

INTERNET

- Visit Internet sites that contain obscene, racist, and hateful or other objectionable materials.
- Make or post indecent remarks, proposals, or materials on the Internet.
- Conduct personal business or other activities for personal financial gain.
- Do not download or install any software without the permission of the Network Team

EMAIL

- Solicit emails that are unrelated to business activities or for personal financial gain.
- Send or receive any material that is obscene, racist or defamatory or which is intended to annoy, harass or intimidate another person.
- Represent personal opinions as those of ELATT

GENERAL

- Perform any other inappropriate uses identified by the network administrator.
- Waste working time in unrelated activities.

CONFIDENTIALITY
Upload, download, or otherwise transmit commercial software or any copyrighted materials belonging to parties outside of and as well as documents belonging to ELATT.
Reveal or publicise confidential or proprietary information which includes, but is not limited to: financial information, new business and product ideas, marketing strategies and plans, databases and the information contained therein, customer lists, technical product information, computer software source codes, computer / network access codes, and business relationships.

SECURITY
Download any software or electronic files without implementing virus protection measures that have been approved by the Network Administrator.
Intentionally interfere with the normal operation of the network, including the propagation of computer viruses and sustained high volume network traffic that substantially hinders others in their use of the network.
Examine, change, or use another person's files, output, or user name for which they do not have explicit permission.

PERSONAL USE OF THE INTERNET

STAFF
Use of resources for personal use during working hours for long periods is not permitted. However you may use the Internet in your own personal time (e.g. Lunchtime) for personal use provided that you are using the Internet within this AUP and also within the Internet and Email Policy and Procedures guidelines document.

STUDENTS
Uses of resources for personal use are permitted provided they are within your own time, authorised by your tutor for educational purposes and are within this AUP and also within the Internet and Email Policy and Procedures guidelines documents.

OUT OF 'OFFICE HOURS' USE OF THE INTERNET
The use of the Internet out of office hours carries the same guidelines as with the use of the Internet within this Internet Acceptable Use Policy guide and the Personal Use guidelines above.

INTERNET & EMAIL USE MONITORING
ELATT reserves the right to monitor your use of the Internet and Email while using ELATT's equipment, facility and Internet connection.

EMAIL DISCLAIMER
All emails originating from ELATT should contain the following disclaimer:
This email is confidential and intended solely for the use of the individual to whom it is addressed. Any views or opinions presented are solely those of the author and do not necessarily represent those of East London Advanced Technology Training (ELATT). If you are not the intended recipient, be advised that you have received this email in error and that any use, dissemination, forwarding, printing, or copying of this email is strictly prohibited. If you have received this email in error please contact the sender.

ENFORCEMENT
The responsibility of the Internet AUP lies solely with the Network Team. Be aware that breach of the AUP can lead to disciplinary action or even termination of employment.