Howth Yacht Club

INTERNET AND IT USE POLICY & PROCEDURE

This policy is supported by the detailed standards for the use of the internet and e-mail within Howth Yacht Club as outlined below.

Any employee's action, which undermines the policy objectives, may be treated as an act of misconduct or gross misconduct. Any instances of breach or any action, which undermines the policy objectives will be followed up and may result in disciplinary action being taken against employees. Such action could result in dismissal of the employee. Misuse of Howth Yacht Club computer resources is taken very seriously and may lead to disciplinary action.

The use of computer resources is an integral part of the way duties are performed. As a user of information or of a system that processes information, it is your responsibility to adhere to the key principles and procedures set out in this policy.

The security of Company information and resources is paramount and employees must give due regard to this objective at all times. Any use of the internet using Company resources must be such that:

•   Working time is not wasted on non-business activities
•   Employees are not accessing and circulating inappropriate material
•   Employees are not downloading unauthorised materials or software

In case of doubt, The General Manager should be contacted.

DATA STORAGE

Staff members should not store inappropriate non-business data, particularly offensive material.

Any of the following pictures, video or text will be classed as offensive material and may constitute gross misconduct:

•   Sexually or racially offensive material, including jokes;
•   Pornographic, indecent or obscene material;
•   Drug, paedophile or crime related material;
•   Material, which the recipient may find offensive or distasteful, including derogatory statements.

SOFTWARE

It is important that only authorised, licensed, virus-free software is installed on computer resources and that systems are set up in accordance with approved procedures. Therefore:

•   Do not load any software onto Company systems;
•   Copying of private software is prohibited unless properly licensed.

EMAIL

Email has become a significant communication tool for our business. You must ensure that in relation to email messages, you do not:

•   Send, forward or intentionally view pornographic or obscene publications

- Write or distribute statements that are defamatory, disparaging or libellous;

- Make any improper or discriminatory references to a person's race, skin colour, religion, sex, sexual orientation, age, national origin, disabilities, physique or physical characteristics;

- Be threatening, abusive, offensive or obscene;

- Use email as a vehicle for harassment or bullying;

- Use anyone else's email;

- Forward messages that you have received that are marked as 'personal', 'private' or 'confidential' without the originator's consent;

- Breach copyright rules;

- Enter into contracts unless authorised;

- Forward chain material;

- Tamper with messages you have received;

- Introduce or spread viruses;

- Send unnecessary mail to large groups of users (e.g. Christmas messages), as you will affect the performance of the system.

You must ensure that you do:

- Take care when sending email, it is easy to send mail to the wrong person;

- Consider the sensitivity of the message and satisfy yourself that no risk exists from using email as opposed to alternative mediums;

- Delete unwanted and unnecessary messages on a regular basis;

- Word emails in a professional manner remembering that they are a permanent form of written communication;

- Contact the General Manager immediately if you suspect that any messages have been maliciously corrupted or altered.

Web based email services should not be accessed from Club Internet facilities as these present security risk to the integrity of our IT infrastructure.

INTERNET

The internet offers potential business advantage but uncontrolled use of the internet could expose you and the Club to prosecution. Access to the internet will be provided on the basis of business need. If you have been allocated access, you are required to:

- Use the Internet for a valid business reason and not as a mechanism to harass, bully or produce defamatory remarks concerning other individuals or companies;

- 'Hacking' is an offence and offenders will be individually liable;

- Any misuse of the Internet may be deemed a disciplinary matter. It is your responsibility to ensure that no misuse takes place;

- Use the Internet for business purposes only and not for personal use or entertainment during business hours.

You must not:

- Download offensive, obscene or indecent material; if material of this nature is received by email or opened or downloaded inadvertently this must be brought to the immediate attention of management;

- Place information on publicly accessible internet sites, e.g. bulletin boards, UseNet's and news groups unless there is a compelling business justification, which has been authorised at an appropriate level by management;

- Breach the Data Protection Act if you are sending or receiving personal information.

HARDWARE

When leaving your system unattended for any length of time (e.g. overnight) you must remember to switch off your monitor. This not only saves electricity but also reduces the quantity of carbon dioxide released into the atmosphere by the electricity producer.

VIRUSES

The spreading of viruses is subject to prosecution under The Computer Misuse Act 1990.

Computer Virus spread via the email system cost the Club a great deal of time and money. The majority of viruses received come in the form of attachments that appear to be of a personal nature and it is the employee's curiosity that forces them to open the attachment and subsequently spread the virus. If you receive an attachment that looks suspicious, please check with The General Manager before attempting to open it. Failure to comply with this may be viewed as a disciplinary offence, given the serious reoccurring problems it causes.

Howth Yacht Club

13 May 2013