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# South Yorkshire Fire & Rescue

WORKING FOR A SAFER  
SOUTH YORKSHIRE

## **Internet Policy**

**INFORMATION TECHNOLOGY 6**

**INTERNET CONDITIONS, RULES AND ACCEPTABLE USE POLICY**

<b><u>SECTION</u></b>	<b><u>CONTENTS</u></b>	<b><u>PAGE</u></b>
1	Introduction	1
2	Proper and Ethical Use	1
3	Conditions and Rules for Use	1
4	Privilege	2
5	Monitoring	3

## **INFORMATION TECHNOLOGY 6**

### **INTERNET CONDITIONS, RULES AND ACCEPTABLE USE POLICY**

#### 1. **INTRODUCTION**

- 1.1 South Yorkshire Fire and Rescue (SYFR) has actively pursued making advanced technology and increased access to new opportunities available to its staff.
- 1.2 SYFR are able to provide desktop INTERNET access to all staff within the organisation as deemed appropriate by their line manger.
- 1.3 The use of Internet technology will allow staff to access and use information from various sources, communicate and share information with individuals or groups of people, and significantly expand their knowledge base.

#### 2. **PROPER AND ETHICAL USE**

- 2.1 It is the policy of South Yorkshire Fire and Rescue to maintain an environment that promotes ethical and responsible conduct in all online network activities by staff. It shall be a violation of this policy for any employee to engage in any activity that does not conform to the established purpose and general rules and policies of the network.
- 2.2 All staff must be aware of SYFR's policy regarding procedures, ethics and security involving use of the Internet before receiving an account name and password in order to use the system.

#### 3. **CONDITIONS AND RULES FOR USE**

##### 3.1 **Acceptable Use**

The purpose of the Internet is to facilitate communications in support of research for and on behalf of the organisation, by providing access to unique resources and an opportunity for collaborative work to be undertaken.

To remain eligible as a user, the use of your account must be in support of and consistent with the objectives of the organisation. Access to the Internet is made possible through an appropriate provider designated by South Yorkshire Fire and Rescue.

All users of the Internet must also comply with existing rules and guidance as laid down in the ICT Security Policy.

##### 3.2 **Unacceptable Use**

The Internet account holder is held responsible for his/her actions and activity within his/her account. Unacceptable uses of the network will result in the suspension or revoking of these privileges. Some examples of such unacceptable use are:

- (i) Revealing your user ID and password to others or gaining access to another person's ID and/or password.
- (ii) Accessing or processing pornographic material or inappropriate text files and images.

- (iii) Downloading, storing or printing files or messages that are profane, obscene, or that use language that offends or tends to degrade others.
- (iv) Gaining unauthorised access to resources or entities.
- (v) Uploading or creating personal web pages.
- (vi) Reposting personal communications without the author's prior consent.
- (vii) Downloading and uploading pirated or illegal software in violation of copyright law or discussions of such items.
- (viii) Using the system for financial gain or for any commercial or illegal activity.
- (ix) Using the network for personal business or political lobbying.
- (x) Uploading or creating computer viruses, which is considered a criminal offence.
- (xi) Destroying or modifying data or committing any form of vandalism.
- (xii) Developing programs that harass other users or infiltrate a computer or computing system and/or damage the software components of a computer or computing device.
- (xiii) Using fake names or pseudonyms.
- (xiv) Playing games on-line or using Internet relay-chat is prohibited
- (xv) Using SYFR equipment to dial into or access other networks or bulletin board systems.

#### 4. PRIVILEGE

- 4.1 Internet access is a privilege, not a right. Inappropriate use, including any violation of these conditions and rules, may result in cancellation of the privilege. South Yorkshire Fire and Rescue has the authority to determine appropriate use and may deny, revoke, suspend or close any user account at any time based upon its determination of inappropriate use by an account holder or user.

#### 5. MONITORING

- 5.1 South Yorkshire Fire and Rescue reserves the right to review any material on user accounts and to monitor filespace in order to make determinations on whether specific uses of the network are inappropriate. In reviewing and monitoring user accounts and filespace, SYFR shall respect the privacy of users.

#### 6. NETWORK ETIQUETTE

- 6.1 All users are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:
  - (i) Be polite. Do not get abusive in any electronic messages to others.
  - (ii) Use appropriate language. Do not swear, use vulgarities or any other inappropriate language. Do not engage in activities that are prohibited by law.
  - (iii) Do not reveal your personal address, telephone number or those of colleagues.

- (iv) Do not use the network in such a way that you would disrupt the use of the network by other users.

7. VALIDITY

- 7.1 Use of any information obtained via the Internet is at the user's own risk. All users need to consider the source of any information they obtain, and consider how valid that information may be.

Chief Fire Officer

Command Headquarters

Wellington Street

SHEFFIELD

S1 3FG

OPS/Z17/LG

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