

Spiral Sussex

**Information Technology, Personal Internet Usage & Social
Media**

Service Users

Policy

January 2019

Spiral Sussex

Information Technology, Personal Internet Usage & Social Media Policy

This policy and procedure has been approved by the Executive Committee of Spiral Sussex which are responsible for its review.

The original signed copy of this policy and procedure is kept at Spiral Sussex's office.

Signed: Mark Shanahan Date: 8th January 2019

Name: Mr Mark Shanahan
Chair of Trustees

Signed: Marc Blackwell Date: 8th January 2019

Name: Mr Marc Blackwell
Trustee

Record of adoption and review of this policy and procedure:-

- Adopted:
- To be reviewed: (+1 years from the adopted date)

Spiral Sussex

Information Technology, Personal Internet Usage & Social Media Policy

1. Purpose and Scope

The purpose of this policy is to provide clear information to participants on appropriate use of information technology (IT), internet and social media usage.

Dependent on participant's studies and duties, they may be given access to IT or the internet in order to carry out their tasks and responsibilities. At the same time, Spiral Sussex recognises students and participants personal use of IT, the internet and social media. Spiral Sussex may take interest in their personal usage where questions arise that relate to protecting the organisation, its staff and service users from abuse, harm or damage to either's reputation, due to information published or shared on the internet.

This policy is concerned with any internet activity, including social media sites and personal use sites such as Facebook, Twitter, Instagram, blogs and so on. This also reaches beyond time spent at Spiral.

Additional policies that should be read in reference to this policy on Information Technology, Personal Internet Usage and Social Media, include the policies and procedures of Safeguarding Adults at Risk, Safeguarding Children, and Data Protection, Confidentiality and Security of Information. Additional reference should be made to Spiral Sussex's Media Policy & Procedure.

2. Definitions

The following terms in this policy and procedure are understood as:

“service users”

means all Spiral Sussex members including Media students and participants

3. Policy Statement and Rules

participants are not permitted to use the internet for personal usage on Spiral Sussex equipment at all and not on personal equipment during attendance at Spiral Media centre without permission from the Session leader.

At no time can service users create, edit, access or disseminate pornographic, sexist, racist material or any other material likely to cause offence to anyone whilst they are on the Spiral Sussex premises or working off premises for Spiral Sussex. In addition, at no time can they assist or support any illegal activity, be it through the internet or any other method, at any time whilst working for or on Spiral Sussex premises.

Additional rules and prohibitions to use include:

- Unauthorised access to computers (hacking) is illegal and must never be undertaken by service users. This is in compliance with the Computer Misuse Act 1990
- The storing of personal files such as music and photographs, on Spiral Sussex computers and servers is prohibited, unless a senior manager has given prior permission
- If service users make comments online in reference to their time with Spiral Sussex, they must provide the following disclaimer, "The views contained are my personal views and do not represent the views of Spiral Sussex." However, service users must note, that they are still held responsible for the views that they post or share which this policy also applies to unless they are making an institutional post, as Spiral Sussex as this relates to their role and with prior permission from a senior manager
- Spiral Sussex's logo or contact details may not be posted on the internet without permission from Spiral Sussex
- All information shared and posted on the internet should be considered as publicly available, including texts and images
- Service users must not post any content on the internet which may bring the charity into disrepute.

- Service users must not talk about including criticising or abusing any Spiral Sussex service users or their families, staff members, suppliers, affiliates, or partners.
- No copyrighted information should be used by members in relation to Spiral Sussex (unless Spiral Sussex owns the copyright and has given prior permission)
- No confidential information should be shared, including information about Spiral Sussex staff members, service users and their families. For more information regarding this, please see Spiral Sussex's Data Protection, Confidentiality and Security of Information Policy & Procedure
- In the case that a staff member has posted any information or reference to Spiral Sussex and subsequently receives press or media contact about this, they must immediately advise the Chief Executive
- The Chief Executive must give permission for the setting up or use of any official Spiral Sussex internet presence such as website or official social media accounts
- Any doubts concerning internet usage and posts should be clarified with the Chief Executive

4. Disciplinary Action

In the case that a service user has violated any of the rules laid out within this policy and procedure, they may face disciplinary action. For more information on these, please refer to Spiral Sussex's Disciplinary and Capability Review Policy and Safeguarding Policies.

Audit Guidance

Check	Evidence
Do all recent social media posts that mention Spiral Sussex conform to this policy and procedure?	All recent Spiral Sussex and related posts through searching Spiral Sussex on social media
Are users aware about the rules regarding posting on and discussing Spiral Sussex online?	Ask staff members