

**MELTON BOROUGH COUNCIL**

**PERSONAL USE OF COMPUTERS**

1. Any users of ICT equipment and systems must adhere to the ICT security policy.
2. This policy amends the ICT security policy in respect of personal use of computers as below.
3. Staff who choose to use a MBC computer for personal use must accept, as a condition of doing so, that any use of the system and emails etc may be monitored. Staff using MBC computers/systems waive any rights regarding privacy of personal information/emails on MBC computers/systems.
4. Staff may use on an occasional basis Melton Borough Council computers for personal use. This includes occasional personal emails and occasional internet use.
5. Any use must not be excessive. It should not count as working time and must not interfere or detract from Council business / Council work or distract any other individual from their work.
6. Use of MBC computers and/or systems to access inappropriate/ pornographic web sites or sending / forwarding etc inappropriate emails and/or information is not allowed and the disciplinary procedure may be instigated in such circumstances.

*Angela Tebbutt  
26 Aug 2014*