

ICT POLICY

Attic Theatre Company recognises that electronic communications technology (i.e. telephone, e-mail, Internet, Social media etc.) plays an important part in facilitating the work of the organisation.

This policy defines the framework under which the use of electronic communications will be undertaken within the organisation and is accompanied by the Social Media Policy. All employees are encouraged to make appropriate use of the opportunities presented by the medium but failure to abide by this policy will be regarded as serious misconduct.

- This policy is intended to safeguard Attic Theatre Company's hardware and software.
- All computer equipment and software is the property of Attic Theatre Company. Staff and volunteers are only authorised to use the packages provided on the system.
- Staff are permitted to use computer equipment, ensuring Attic Theatre Company's policy on Health and Safety is adhered to.
- Staff and volunteers should ensure documents are created to reflect Attic Theatre Company's house style format.
- If staff and volunteers wish to use anything else on the computers or download additional software, this must be authorised by the General Manager. This includes loading files and/or software from a non-accredited source.
- Computer configurations or system changes must be authorised by the General Manager.
- Virus checking software may only be disabled when authorised by the General Manager.

GENERAL PRINCIPLES

- Access to electronic communications facilities is provided by Attic Theatre Company for the primary purpose of facilitating and conducting the work of the organisation under the terms of this policy.
- Personal use of these facilities by an employee for a reasonable and specific purpose will be authorised at the discretion of the General Manager.
- The installation or use of personal facilities (i.e. personal e-mail accounts, personal accounts with Internet Service Providers) is not permitted, unless with the express permission of the General Manager.
- Employees may not use any electronic communications facility provided by Attic Theatre Company for any purpose that breaches the terms and conditions of use set out by the Internet or E-mail service provider.

E-MAIL

GENERAL TERMS

- All employees will communicate via email to reflect Attic Theatre Company's house style format.

- Employees will be responsible for the proper maintenance of all e-mail accounts that are assigned for their use. This responsibility will include:
 - i. Ensuring that e-mail accounts are checked periodically and new messages downloaded.
 - ii. Responding to e-mail messages where such messages fall within their normal duties and responsibilities.
 - iii. Forwarding e-mail messages that fall outside their normal duties and responsibilities to an appropriate other member of staff.
 - iv. Archiving e-mail messages that are no longer in use.
 - v. Printing and filing important documents

E-MAIL ATTACHMENTS

All files received by Attic Theatre Company in the form of e-mail attachments must be scanned for viruses unless automatically scanned by a server. If in doubt about the origin of an email, do not open any attachments – delete these emails.

NEWSGROUPS

The term 'newsgroup' in this policy relates specifically to open access public forums operating using the 'Network News Transfer Protocol' (NNTP). The terms below do not apply to private, subscription only, discussion forums, email based list-servers or World Wide Web based discussion groups, forums and bulletin boards.

Attic Theatre Company recognises that newsgroups, while potentially a valuable resource, represent the least regulated of all current electronic communications facilities and, as such, present the greatest risk to both employees and to the organisation. For this reason all use of newsgroups is specifically prohibited without the prior authorisation of the General Manager.

E-MAIL LIST SERVERS AND OTHER DISCUSSION FORUMS

The term 'E-mail List Server' relates to public/private automated group e-mail systems that operate on a subscription basis allowing messages to be relayed automatically to every individual that has subscribed to the group. The term 'Discussion Forum' relates to public/private message or bulletin boards that do not use 'Network News Transfer Protocol' as their means of operation.

Employees can make use of and participate in subscription based E-mail List Servers and other discussion Forums where these services relate specifically to the duties and responsibilities of the employee. Personal use of E-mail List Servers and other Discussion Forums is not permitted.

CHAT ROOMS AND ON-LINE CONFERENCING AND WEB CAMERAS

The terms 'Chat Room', 'On-line Conferencing' and 'Web Cameras' relate specifically to systems that facilitate the exchange of messages, images and information in real-time over an Internet connection.

Employees may make use of real-time Internet communication systems (e.g. On-line Conferencing) only if authorised to do so by the General Manager. Personal use of Chat Room, On-line Conferencing and Web Cameras is not Permitted.

INTERNET

Attic Theatre Company encourages its employees to make use of the internet as a tool/resource to support their normal duties and responsibilities.

DOWNLOADING INFORMATION AND RESOURCES (INCLUDING FILE TRANSFER PROTOCOL)

All files that are downloaded from the Internet should be scanned for viruses before they are opened, executed, forwarded to others or otherwise manipulated.

Employees may not execute or install any program file that has been downloaded from the Internet without the authorisation of the General Manager. The General Manager or their nominee will have the responsibility of validating the contents of the program file and ensuring that its installation and/or execution is appropriate to the operation of the Attic Theatre Company and its facilities.

ACCEPTABLE USES

As a general principle, internet access is provided to staff and volunteers to support work related activities. The following list is not intended to be a definitive list, but sets out broad areas of use that the organisation considers to be acceptable uses of the internet:

- To provide communication within the organisation via email or the organisation website
- To provide communication with other organisations for the purposes of the organisation
- To promote the organisation and its activities
- To research and develop the activities of the organisation and its activities
- Any other use that directly supports work related functions.

UNACCEPTABLE USES

The following uses will be regarded as not acceptable:

- Use for racial, sexual, homophobic or other harassment.
- Use of non-educational games.
- To access pornographic, obscene or illegal material.
- To solicit personal information with the intent of using such information to cause harm.
- Entering into a commitment on behalf of the organisation (unless you have explicit permission to do this).
- Visiting internet sites that contain obscene, hateful, pornographic or otherwise illegal material.
- Using the computer to perpetrate any form of fraud, or software, film or music piracy
- Downloading commercial software or any copyrighted materials belonging to third parties, unless this download is covered or permitted under a commercial agreement or other such licence.
- Hacking into unauthorised areas.
- Publishing defamatory and/or knowingly false material about the organisation, your colleagues and/or our young people on social networking sites, 'blogs' (online journals), 'wikis' and any online publishing format.
- Revealing confidential information about the organisation in a personal online posting, upload or transmission - including financial information and information relating to our

- young people, staff and/or internal discussions
- Use of personal email to communicate with or about any Attic staff or users
- Undertaking deliberate activities that waste staff effort or networked resources.
- Introducing any form of malicious software into the network
- To disrupt the work of other users. This includes the propagation of computer viruses and use of the internet.

NETIQUETTE

The following general principles should be adopted:

- Be polite.
- Do not be abusive in messages to others.
- Use appropriate language.
- Remember that you are a representative of the organisation and that you are using a non-private network.

DISCIPLINARY ACTION

Disciplinary action may be taken against staff and volunteers who contravene these guidelines, in accordance with the organisation's disciplinary procedures.

This procedure is owned by Attic Theatre Company
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