



INTERNET ACCESS STATEMENT

Introduction

1. Internet access is provided to workers at the City of London to facilitate efficient working practices.
2. This statement supports the [Communications and Information Systems Use Policy](#) and sets standards on appropriate internet use.
3. This statement applies to those who use the City of London's Information Systems (IS) core infrastructure to connect to the internet.

General Principles

4. The City of London allows *limited* personal internet access, i.e. during breaks or before / after shifts. This includes the sharing of non-work related e-mails with work colleagues.
5. The internet must not be used:
 - To use chatrooms, instant messaging or to transfer corporate data, other than for agreed operational purposes.
 - To access, create/maintain, store, transfer or publish statements, images, information or sounds:
 - on personal BLOGS or websites;
 - defined as City of London data, particularly to unauthorised third parties;
 - to solicit or carry out business activities for personal gain;
 - which are potentially offensive, abusive or defamatory especially in relation to [equal opportunities](#) and [employee complaints](#);
 - which are pornographic;
 - which constitute illegal activity; or
 - for gambling or playing games;

This is not an exhaustive list

6. Inappropriate or excessive internet use may lead to action being taken either through the [disciplinary policy](#) or as a criminal offence (see also [Communications and Information Systems Use Policy](#)).
7. Internet access may be withdrawn if it is abused.
8. Access to websites may be restricted due to operational needs, to ensure system security or because of their inappropriate nature.
9. Requests to access blocked websites for genuine organisational reasons must



be submitted by the Chief Officer or nominated manager (Members must submit requests via the Town Clerk's department), in writing (by email), to the [IS Service Desk](#) setting out the business case.

10. Internet access must be used responsibly. Websites which could lead to co-workers invoking the [employee complaints procedure](#) or which would bring The City of London into disrepute if details became public should never be accessed.
11. The [IS Service Desk](#) will only provide internet access support for business purposes.
12. Any personal purchases or transactions (in accordance with [paragraph 5](#)) are made at the individual's own risk.
13. Further advice on this statement can be obtained from departmental HR.

Responsibilities

14. Line managers will ensure that internet usage does not negatively impact upon operations within The City of London.

Monitoring

15. Internet usage will be monitored corporately, with issues being reported to departmental Chief Officers to manage, in line with the [Data protection policy](#) and the [Code of Conduct](#) (see also [Communications and Information Systems Use Policy](#)).