



## **Loughton Town Council (LTC) Policy for Laptops**

It is important for employees to have the right equipment and technology needed to work from home effectively. This can also help avoid extra stress.

Laptops issued by LTC are to be used purely for LTC business purposes.

To ensure proper management, usage and security of the laptops issued to LTC officers, laptops will be allocated to users based upon job responsibilities and need of a laptop to continue to work from home. Officers issued with a LTC laptop will also be issued with a Laptop Policy Acceptance form to sign.

### **General Rules and Acceptable Usage**

- Power off the laptop whenever it is not in use.
- Do not carry the laptop in suspend or hibernation mode.
- Use a laptop cable system and plug into mains electricity whenever possible.
- LTC laptops are to be used purely for LTC business purposes and not for personal use.
- Personal use of the laptop, equipment and accessories is prohibited.
- Make sure that your hands are clean before using the laptop.
- Do not place drinks or food in close proximity to the laptop.
- Extreme temperatures can damage a laptop. Do not leave a laptop close to a radiator.
- Treat the laptop belonging to LTC with respect and reasonable care and report any faults or breakages immediately to the Town Clerk/Assistant Clerk.
- Viruses and other malicious code: You should be aware of the potential damage that can be caused by computer viruses and other malicious code. You must not use, introduce or operate any hardware, programmes or data (including computer games) or open suspicious emails without permission from the Town Clerk / Assistant Clerk / external IT consultant.
- Unsuitable material: Viewing, retrieving, or downloading of pornographic, terrorist or extremist material, or any other material which LTC believes is unsuitable is strictly prohibited and constitutes gross misconduct.
- Status: Emails should be treated in the same way as any other form of written communication. Anything that is written in an email is treated in the same way as any form of writing. You should not include anything in an email which is not appropriate to be published generally.
- Inappropriate use: Any email message which is abusive, discriminatory on grounds of sex, marital or civil partnership status, age, race, disability, sexual orientation or religious belief (or otherwise contrary to our equal opportunities policy), or defamatory is not permitted. Use of the email system in this way constitutes gross misconduct.
- All correspondence by email should contain the LTC disclaimer.
- Data protection disclosures: Subject to a number of limited exceptions, potentially all information about an individual may be disclosed should that individual make a

subject access request under data protection legislation about the individual will usually be disclosable). Staff must be aware that anything they put in an email is potentially disclosable.

## **Security Rules**

- It is your responsibility to take appropriate precautions to prevent damage to or loss/theft of the Laptop. You are responsible for the security of all IT equipment provided for your use.
- Laptops should be locked away securely at the end of the working day. They must not be left on view or unattended in vehicles.
- Your password should be kept secure and not be disclosed to anyone else.
- Passwords: Passwords should be long and difficult to guess. However do not choose a password which is so complex that it is difficult to remember without writing it down.
- Never store passwords with your laptop or in its carrying case.
- Other forms of user authentication should be kept separate from your laptop at all times.
- Log off or lock the laptop computer whenever it is left unattended to prevent inappropriate access by others.
- Only keep information relevant to your role on our behalf on lap-tops or PCs provided by LTC.
- You must take great care to comply with LTC policies and procedures when utilising email or accessing the internet.
- You must not compromise LTC information security by inappropriately processing data electronically.
- You must always operate according to LTC standards.
- You are responsible for maintaining monthly backup files of their Laptop as an added precaution against data loss unless you are using it remotely from your desktop.

## **Confidentiality**

Where requested, you must delete, destroy, remove or erase confidential information contained in documents, electronic storage media/devices, disks etc. This applies to all material in your possession or under your control, irrespective of its location.

You must return to LTC when requested, and in any event when your employment ends, all LTC documents and equipment. This includes information belonging to LTC which you may have stored on portable or external electronic media locations.



## LAPTOP POLICY ACCEPTANCE FORM

I understand that all laptop computers, equipment and accessories that Loughton Town Council has provided me are the property of Loughton Town Council.

I agree with and will adhere to all the rules and guidelines.

I understand that I am financially responsible for any damage to or loss of the laptop computer, equipment, and accessories in the event I do not follow these rules.

In case of damage or loss I will replace or pay the full cost of replacement of the damaged or lost equipment with equipment of equal value and functionality subject to the approval of Loughton Town Council.

I will not install any additional software or change the configuration of the equipment in the anyway. I will not allow any other individuals to use the laptop issued to me and/or the related equipment and accessories that have been provided to me by Loughton Town Council.

I agree to return the laptop and accessories in my possession immediately upon termination or in the alternative; Loughton Town Council may withhold the replacement cost of the laptop/accessories from last month's salary.

I will report damage or suspected problems immediately to Loughton Town Council, via the Town Clerk/Assistant Clerk. I will not use the laptop/accessories for personal use.

I understand breach of the terms and conditions set out in the policy will result in the restriction and/or termination of my use of Loughton Town Council's laptop computers, equipment, and accessories. Failure to comply will constitute a disciplinary offence and will be dealt with under LTC's own disciplinary procedures, including potential termination of employment and/or other legal action.

Agreed to this \_\_\_\_\_ day of \_\_\_\_\_

Signed \_\_\_\_\_

Name \_\_\_\_\_