

GSS - Internet Usage Policy

Whilst representing GSS directly or indirectly at any location any access to the internet is governed by this policy.

Under NO circumstances should you browse, deliberately search for, or download inappropriate material.

- Electronic media must not be used for knowingly transmitting, displaying, retrieving, or storing any communication that is offensive or inappropriate. This includes anything that might reasonably be considered offensive, such as pornographic, violent, discriminatory or other offensive material both images and text.
- The question of what constitutes inappropriate material is not one for the employee who views generates and/or sends the material to determine—it is the effect on the recipient or the unwitting view that is the important factor.
- If you accidentally browse an offensive site you should inform your manager immediately for your own protection because all such visits are automatically logged.
- There is an individual responsibility to report suspected misuse. Members of staff who suspect misuse (by colleagues or service users) should report it immediately to GSS Directors.
- All GSS staff have a duty of care to promote internet safety to customers, clients, learners and individuals using the internet
- GSS staff should make it clear to end users of the necessity to be aware of cyber safety and should practice and promote safe use of internet at all times
- Further resources for internet safety can be obtained from <https://www.getsafeonline.org/>
- GSS will monitor the internet use and will take disciplinary action against any employee in breach of the policy.
- Internet facilities are provided for business use, non-business (personal) use is permitted only at the discretion of GSS Directors

Where internet use is permitted it is provided only where the following conditions apply:

- Personal use of Internet is not utilised during core business hours.
- Use of the Internet does not in any way compromise the meeting of personal objectives, targets or prevent you from undertaking work that you have been contracted or directed to undertake
- All personal use complies with other GSS policies such as GSS's Data protection Policy, confidentiality policy, Equalities and Data Security.
- Internet use does not involve large file downloads for personal use
- Personal use is not for financial gain or for soliciting business for individuals outside the company

- Staff must not use the work email addresses when making personal purchases as this generates large amounts of spam (ie junk mail) which can have a detrimental effect on our systems
- Staff must not give out or use Personnel email addresses for transporting data where personal customer details are recorded.
- Staff must not give out or take for their own personal use private email addresses for customers, clients, learners or associates under any circumstances
- If staff or clients need work related access to sites which are banned, then request should be sub-mitted to the GSS Directors prior to this taking place
- 'Streaming' audio and videos must be avoided as should Internet channels that broadcast frequent updates. This is because the computer network has a finite performance (bandwith) and the transfer of large files or streaming data can have a detrimental effect on the network as a whole

GSS Staff, personal, teachers, advisors, Consultants permanent and or temporary have a duty of care NOT to promote, solicit, divulge, encourage or incite material that may be deemed as malicious, harmful, abusive (including, sexual, emotional or physical) harassing or promote radicalisation, extremism or supports or encourages acts of terrorism to anyone whilst employed and or under the direction of GSS UK Ltd.

Signed



(Director)

02.09.2016