

EAST AYRSHIRE COUNCIL

EDUCATION COMMITTEE - 3 APRIL 2001

POLICY AND PROCEDURE GOVERNING THE USE OF TELEPHONES, INTERNET AND E-MAIL

Report by Director of Educational and Social Services

1. PURPOSE

- 1.1 To ask the Committee to note the Council's updating of its Policy and Procedure governing employees' use of Telephones, Internet and E-Mail and ask the Director of Educational and Social Services to arrange effective implementation of the revised policy and procedure in Educational establishments.

2. BACKGROUND

- 2.1 Guidance on the use of Internet and E-Mail facilities is currently available to employees and contained within the Internet and E-Mail policy approved by the Personnel and Property Sub-Committee at their meeting of 24 August 1999. This policy and procedure applies to all Council employees and governs the **business** use of the Council's Internet and E-Mail systems.
- 2.3 Recent legislation has highlighted issues for the consideration of employers who have employees accessing various communication systems such as internet, e-mail and telephones. The Regulation of Investigatory Powers Act 2000, the Human Rights Act and the draft Code of Practice dealing with the application of the Data Protection Act to the employer/employee relationship raise issues around employees personal use of communication systems and related monitoring/surveillance arrangements which may be put in place.
- 2.4 In light of these recent legislative developments it has been necessary to extend the Council's previous arrangements to provide guidance to employees on personal use of the Council's communication facilities and arrangements in place to monitor employee usage of such facilities.
- 2.5 The Personnel and Property Sub-Committee at its meeting on 13 February 2001 approved the attached updated version of the Telephones, Internet and E-Mail Policy. The revised policy documentation was ratified by Council at its meeting on 8 March 2001.

3. TRADE UNIONS

- 3.1 The Head of Personnel has consulted Trade Unions representing all employees including teachers and has secured agreement on the revised policy and procedure documentation.

5. FINANCIAL IMPLICATIONS Nil

6. LEGAL/POLICY IMPLICATIONS Nil

7. RECOMMENDATIONS

7.1 The Committee is asked to:

- (i) note the Council's updating of its Policy and Procedure governing the use of telephones, internet and e-mail; and
- (ii) ask the Director of Educational and Social Services to arrange effective implementation in Educational establishments.

John Mulgrew
Director of Educational and Social Services

16 March 2001
AMcD/MM

LIST OF BACKGROUND PAPERS

1. IT User Code of Practice
2. Personnel Circular 7/98
3. Personnel Circular 26/99
4. Corporate IT Security Policy
5. Report by Depute Chief Executive/Director of Corporate Resources to Personnel and Property Sub-Committee of the Policy and Resources Committee on 13 February 2001 entitled Policy And Procedure Governing The Use Of Telephones, Internet And E-Mail

Anyone wishing further information should contact Allan McDougall, Head of Resource Support Tel (01563) 576090.

IMPLEMENTATION OFFICER : ALLAN Y McDOUGALL

AGENDA