	London Ambulance Service NHS Trust **Internet Policy** **For Use by All Staff**

Introduction

This Policy sets out rules regarding staff usage of the internet. Access to email and the internet is primarily provided for staff to effectively carry out their jobs. Reasonable personal use is allowed, however this usage must be lawful and ethical, and the requirements, set out below, are aimed at assisting staff to make their own judgement in this regard.

The London Ambulance Service NHS Trust (LAS) has a duty of care to all its staff – violation of this policy may result in disciplinary action up to, and including dismissal, and separately, may result in civil or criminal proceedings.

This policy applies to all LAS staff and third parties working on behalf of the Service. It applies to all those using LAS hardware or software, or working elsewhere on LAS business.

The LAS

- The LAS reserves the right to monitor and record all communications and internet activity sent or received via the Service's network or computer equipment for violations of this Policy.
- The Service reserves the right to filter access to Internet sites containing material or services deemed inappropriate.

All staff:

- Must use the Service's computer resources and the internet in a professional, lawful and ethical manner.
- Ensure Internet activity is conducted with the reputation of the Service in mind.

1.0 Policy

1.1 Internet access is allowed for official LAS business. Staff are authorized to access the internet for personal business in strict compliance with the terms of this Policy.

1.2 Personal business conducted over the Internet should be reasonable and not adversely impact on that member of staff's job.

1.3 Priority for IT and internet access should be given to staff using it for work or personal development purposes (e.g. an on-line learning course).

1.4 Unless expressly authorized to do so, staff are prohibited from sending, transmitting, or otherwise distributing the Trust's day to day business (proprietary) information, data or other confidential information to third parties.

1.5 Production, accessing, downloading, dissemination or storing of non-business related solicitations (e.g. mass emails), destructive code (e.g. viruses), pornographic text or images, fraudulent or defamatory images or text or anything that may be construed as unlawful, harassing or offensive to others is prohibited. This list should not be regarded as exhaustive.

1.6 No software may be downloaded or executed from the internet by staff under any circumstances, unless authorised by the Director of IM&T.

1.7 Instant messaging or other chat type communication is prohibited.

1.8 Use of web based email is permitted within the limitations of the LAS IT Policy - Email Acceptable Usage.

1.9 Video and audio streaming (e.g. online radio) is prohibited unless authorised by the Director of IM&T.

1.10 By-passing the Service's network to access the Internet by modem or other means is prohibited unless the computer is not connected to the Trust's network or unless authorised by the Director of IM&T.

1.11 Users are responsible for complying with copyright law and applicable licenses that may apply to software, files, graphics, documents, messages and other material.

1.12 If a business need arises to access blocked content, staff must submit a request via a senior manager to information.security@lond-amb.nhs.uk. (see - *the pulse,* 'About Me> My Office> Computer Security> Internet' for a list of blocked categories.

References: LAS IT Policy -Email Acceptable Usage

Signature:

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