



Service Policy: ICTPOL03 Acceptable Use Policy

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Document Control:

Active date	Review date	Author	Editor	Publisher
April 2017	APRIL 2025			

Amendment History:

Version	Date	Author	Reasons for Change
001	17/04/2012		Initial Version
002	16/04/2013		Updated to Include Reference to new SI's
003	13/11/2013		Updated to Reflect New Policy Template
004	13/03/2014		Updated to reflect SI0700 now directly under this policy
005	30/03/2015		Updated to reflect SI0443 now directly under this policy
006	29/06/2016		Annual Review
007	13/06/2017		Annual Review
008	21/12/2018		Addition of SI0896 – Printing, Scanning and Copying
009	24/02/2020		Annual Review
010	07/04/2021		Annual Review
011	07/03/2024		Annual Review

Equalities Impact Assessment:

Initial	Full	Date	Reviewed by	Comments
	X		ED&I team	LOCATED ON PORTAL

Civil Contingencies Impact Assessment:

Date	Reviewed by	Comments

Related Documents:

Doc.	Ref No.	Title	Location
SI	SI0443	Airwave Radio terminals and associated equipment – Secure handling and storage	Portal: ICT Function
SI	SI0587	Communication Equipment Rooms	Portal: ICT Function
SI	SI0699	Using Social Media	Portal: Corporate Communications Function
SI	SI0703	Internet Access and Usage	Portal: ICT Function
SI	SI0704	ICT Incident Reporting Process	Portal: ICT Function
SI	SI0705	ICT Mobile Device	Portal: ICT Function
SI	SI0706	ICT Service Request	Portal: ICT Function
SI	SI0707	Office Moves involving ICT Assets	Portal: ICT Function
SI	SI0729	LLAR Acceptable Use of ICT Equipment	Portal: ICT Function
SI	SI0730	E-Mail	Portal: ICT Function
SI	SI0740	AVLS Fault Reporting	Portal: ICT Function
SI	SI0774	Monitoring of ICT Equipment	Portal: ICT Function
SI	SI0787	Airwave Protocols	Portal: ICT Function
SI	SI0851	ICT Surface Devices	Portal: ICT Function
SI	SI0896	Printing, Scanning and Copying	Portal: ICT Function
Policy	STRPOL09	Information Governance and Security	Portal: Strategy and Performance Function

Distribution List:

Name	Position	Department
Information Security Forum	All Forum Members	
DAG	All DAG Members	

Sign-Off List:

Name	Position
DAG	All DAG Members: Signed off at meeting 16 th March 2012

Target Audience:

All MFRS	<input checked="" type="checkbox"/>	Ops Crews	<input type="checkbox"/>	Fire Protection	<input type="checkbox"/>	Fire Prevention	<input type="checkbox"/>
Principal officers	<input type="checkbox"/>	Senior officers	<input type="checkbox"/>	Non uniformed	<input type="checkbox"/>		<input type="checkbox"/>

Ownership:

FOI exemption required?	Yes		URL
	No	<input checked="" type="checkbox"/>	X

Legislation:

Title	Year
The Obscene Publications Act	1964
The Video Recordings Act	2010
Copyright, Designs and Patents Act	1988
Malicious Communications Act	1988
The Computer Misuse Act	1990
Trade Marks Act	1994
The Data Protection Act	2018
Communications Act	2003
General Data Protection Regulation	2016

Contact:

Department	Email	Telephone ext.
Data & Technology	[REDACTED]	4778

ICTPOL03 Acceptable Use Policy

1. Policy Introduction and Background:

MFRA is dependent on Information and Communication Technology (ICT) to deliver its services. The appropriate and secure use of ICT is vital to protect the interests of MFRA and the service it provides to the citizens of Merseyside.

The ICT Acceptable Use Policy and its associated Service Instructions are in place to ensure:

- The use of ICT complies with legal requirements.

- The maximum benefit is obtained from MFRA investment in ICT facilities.
- Risks arising from improper use of information, identity or equipment are minimised.
- Action is taken to address any improper use

Policy Explanation:

ICT facilities are provided to users primarily for MFRA business purposes to support the service it provides. In addition, occasional and limited personal use of the ICT facilities by users is permitted. ICT facilities encompass, but are not restricted to:

- Network Infrastructure; including (but not limited to) the physical infrastructure, whether cable or wireless, together with network servers, firewall, connections, switches and routers.
- Network Services; including (but not limited to) internet access, web services, broadband, email, wireless, network file store, network user accounts, printing and telephony.
- Hardware Assets: MFRA-owned or leased computing hardware, both fixed and portable, including (but not limited to) desktops, laptops, tablets. PDA's, mobile devices, mobilising devices, servers, printers, scanners, disc drives, monitors, keyboards and other peripherals.
- Software; including (but not limited to) applications and information systems and software tools.

The ICT facilities will vary per user group depending on their business requirement.

2. Policy Implementation:

The Service Instructions used to underpin this Policy are:

ICT users should familiarise themselves with these Service Instructions:

SI0443	Airwave Radio terminals and associated equipment – Secure handling and storage
SI0587	Communication Equipment Rooms
SI0699	Using Social Media (Owned by Corporate Communications Function)
SI0703	Internet Access and Usage
SI0704	ICT Incident Reporting Process
SI0705	ICT Mobile Device
SI0706	ICT Service Request
SI0707	Office Moves involving ICT Assets
SI0729	LLAR Acceptable Use of ICT Equipment
SI0730	E-Mail
SI0740	AVLS Fault Reporting
SI0774	Monitoring of ICT Equipment
SI0787	Airwave Protocols
SI0851	ICT Surface Devices
SI0896	Printing, Scanning and Copying
STRPOL09	Associated Policy – Information Governance and Security

All Policies can be found on the [Website](#)

POLICY