Service Policy: ICTPOL03 Acceptable Use Policy

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Document Control:

Active date	Review date	Author	Editor	Publisher
April 2017	APRIL 2027	[redacted]	[redacted]	[redacted]

Amendment History:

Version	Date	Author	Reasons for Change
001	17/04/2012	[redacted]	Initial Version
002	16/04/2013	[redacted]	Updated to Include Reference to new SI's
003	13/11/2013	[redacted]	Updated to Reflect New Policy Template
004	13/03/2014	[redacted]	Updated to reflect SI0700 now directly under this policy
005	30/03/2015	[redacted]	Updated to reflect SI0443 now directly under this policy
006	29/06/2016	[redacted]	Annual Review
007	13/06/2017	[redacted]	Annual Review
008	21/12/2018	[redacted]	Addition of SI0896 – Printing, Scanning and Copying
009	24/02/2020	[redacted]	Annual Review
010	07/04/2021	[redacted]	Annual Review
011	07/03/2024	[redacted]	Annual Review
012	25/03/2025	[redacted]	Annual Review
013	03/03/2026	[redacted]	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: Data & Technology Function
SI	SI0587	Communication Equipment Rooms	Portal: Data & Technology Function
SI	SI0699	Using Social Media	Portal: Corporate Communications Function
SI	SI0703	Internet Access and Usage	Portal: Data & Technology Function
SI	SI0704	ICT Incident Reporting Process	Portal: Data & Technology Function
SI	SI0705	ICT Mobile Device	Portal: Data & Technology Function
SI	SI0706	ICT Service Request	Portal: Data & Technology Function
SI	SI0707	Office Moves involving ICT Assets	Portal: Data & Technology Function
SI	SI0729	LLAR Acceptable Use of ICT Equipment	Portal: Data & Technology Function
SI	SI0730	E-Mail	Portal: Data & Technology Function
SI	SI0740	AVLS Fault Reporting	Portal: Data & Technology Function
SI	SI0774	Monitoring of ICT Equipment	Portal: Data & Technology Function
SI	SI0787	Airwave Protocols	Portal: Data & Technology Function

POLICY

SI	SI0851	ICT Surface Devices	Portal: Data & Technology Function
SI	SI0896	Printing, Scanning and Copying	Portal: Data & Technology Function
Policy	STRPOL09	Information Governance and Security	Portal: Strategy and Performance Function
SI	SI1006	Artificial Intelligence	Portal: Data & Technology Function
Fire Standard		Digital and Cyber	Portal

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 16th March 2012

Target Audience:

All MFRS	X	Ops Crews		Fire Protection		Fire Prevention	
Principal officers		Senior officers		Non uniformed			

Ownership:

FOI exemption required?	Yes		URL	
	No	X	Reason	

Legislation:

Title	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]	[redacted]

POLICY

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, 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
SI1006	Artificial Intelligence
STRPOL09	Associated Policy – Information Governance and Security

POLICY

All Policies can be found on the Website

POLICY