**e-Policy – IT Usage Internet, Software and e-Mail Usage**

Voice mail, email, and Internet usage assigned to an employee's computer or telephone extensions are solely for the purpose of conducting The Tutorial Foundation business. Some job responsibilities at The Tutorial Foundation require access to the Internet and the use of software in addition to Microsoft Office, therefore only people appropriately authorised, for The Tutorial Foundation purposes, may use the Internet or access additional software.

**Software Access Procedure**

Software needed that is not currently on The Tutorial Foundation network, must be authorised by Julia Low.

**Internet Usage**

Internet use, on Company time, is authorised to conduct Tutorial Foundation business only. Internet use brings the possibility of breaches to the security of confidential Tutorial Foundation information. Internet use also creates the possibility of contamination to our system via viruses or spyware. Spyware allows unauthorised people, outside the Company, potential access to Company passwords and other confidential information.

Removing such programs from the Company network requires The Tutorial Foundation to invest time and attention that is better devoted to progress. For this reason, and to assure the use of work time appropriately for work, we ask all staff members to limit Internet use.

**Company Owns Employee Email**

Keep in mind that The Tutorial Foundation owns any communication sent via email or that is stored on company equipment. Directors and other authorised staff have the right to access any material in your email or on your computer at any time. Please do not consider your electronic communication, storage or access to be private if it is created or stored at work.

This policy was adopted on 16th April 2010 by The Tutorial Foundation.

Policy Sign off and review

|  |  |  |
| --- | --- | --- |
|  | **By whom** | **Date** |
| **Policy signed off by** | Julia Low | 16.10.10 |
| **Reviewed by** | Tim Low/Marion Veal | 5.10.2019 |
| **Next Review By** | Julia Low | 31.10.2020 |