



ICT Acceptable Use Policy (AUP) for Members of the House of Commons and their staff

This is the Acceptable Use Policy (AUP) for IT and Telecommunications equipment and services provided by PICT and covers your use of the Parliamentary Network, Personal Computers, Laptops, WiFi and Internet connections, printers, fax machines, and Telecommunications of all types.

All users of the Parliamentary Network are required to comply with this policy and to be aware of the ICT Security Policy, the full version of which can be found on the Parliamentary intranet at:

<http://intranet.parliament.uk/intranet/computer-services/assets/it-pict-security-policy.pdf>

What is unacceptable use?

You must not upload, download, use, retain, distribute, create or access any electronic materials including emails, documents, images, text or software which:

- Might overload, damage, affect, or have the potential to affect the performance of Parliament's systems, networks and/or external communications in any way.
- May be a breach of copyright and/or licence provisions.
- Might gain access to restricted or unauthorised areas of the Network, websites or other hacking activities.
- Could be threatening, slanderous, abusive, indecent, obscene, racist, illegal or offensive.
- Might be considered Spam by other users of the Parliamentary Network. For example indiscriminate global emails.

In addition, you must not read other users' mail or other material without their express permission or store private material not connected to the purpose of Parliament on the network.

What protection is available?

Parliament automatically blocks specific categories of websites that may cause a threat to the Parliamentary Network. This measure has been introduced to help adhere to the above policy and for your and other users of the Networks' protection. PICT provides antivirus software and firewalls to protect Parliamentary users from malicious attack. These systems are regularly updated and tested.

The use of strong passwords, screen savers and timed lockouts also offers protection against unauthorised access.

Use of Personal Equipment

The direct connection to the Parliamentary Network of equipment not supplied by Parliament, such as PCs and laptops, is not permitted. If you wish to use your own equipment 'guest' wireless is available in meeting rooms and communal areas across the Estate.

Personal software

Users are advised to consult with PICT before downloading software from the internet or other sources to Parliamentary equipment. Software that conflicts with security systems or with the safe operation of Parliamentary equipment may result in access to the Parliamentary Network being denied until the software is removed. PICT reserves the right to remove any personally added software or equipment that interferes with the normal working of Parliamentary equipment or the Parliamentary Network.

Data Protection

Parliament adheres to the Data Protection Act (DPA). All use of Parliamentary IT facilities should adhere to the DPA and to your own DPA registration.

Members are responsible for ensuring that their staff and contractors only have access to those computing and Network services that are appropriate for the performance of their duties and must inform PICT when their access requirements need to be changed (for example, when staff move to other duties or leave the House).

MEMBER ACCEPTANCE

I have read the AUP and agree to take all reasonable steps to ensure that my staff and I use Parliamentary equipment and systems in accordance with it.

Print Name (BLOCK CAPITALS PLEASE)	
Signature	
Constituency (BLOCK CAPITALS PLEASE)	

SUPPORT

If you would like to discuss this policy please contact the PICT House of Commons Members' Computing Officer on 020 7219 8808.