

Section 12 - Remote Intranet/Internet Access for Members

Authorisation of Access and Member's Commitment

Authorisation of Access:

I confirm that Councillor _____ is designated as an "Authorised User" in accordance with the Council's Use and Security of Corporate Intranet/Internet Policy and User Requirements and that the above named is entitled to use the Council's Intranet/Internet facilities for the purpose of the Council's business.

(signed) _____

Chief Executive/Head of Law and Governance

(date) _____

Member's Commitment:

- As a designated 'Authorised User' I confirm that I will:
- read and comply with the provisions of the Council's Guidance for Members in Relation to the Use of Council ICT Facilities (the "Guidance");
- use the Council's Internet facilities only for purposes associated with my role as Councillor and for appropriate personal use as defined in the Guidance;
- notify a member of the Members' Secretariat of any accidental infringement of the Internet Policy and of any Internet Sites which come to my attention which should be excluded so that they may be reported to the Internet Manager;
- be responsible for any access to corporate Internet Services via my security password and smart card where issued.
- *acknowledge receipt of a laptop computer, Serial No. *, and a printer, Serial No. *, and confirm that this equipment is to be used for Council Business and appropriate personal use only.

- *acknowledge receipt of a Blackberry/Equivalent mobile email device, Serial No. *, and confirm that this equipment is to be used for Council Business and appropriate personal use only.
- will not use or install any unauthorised software and I undertake to take all reasonable care to safeguard the equipment against theft or accidental loss or damage.

(*Delete as appropriate)

I understand that:-

- usage of the equipment will be monitored and the laptop will be subject to occasional audit.
- any infringement of the Council's Internet Policy may lead to the withdrawal of the facilities and may constitute a breach of the Members' Code of Conduct.
- the laptop is for my personal use only and may not be used by third parties.
- Council equipment, including the intranet facility, may not be used for party political purposes (unless that use could reasonably be regarded as likely to facilitate, or be conducive to, the discharge of the functions of the authority or of the office to which the member has been elected or appointed), for electoral campaigning activity.
- the Council will insure the laptop/Blackberry/Equivalent mobile email device to cover theft (by forcible or violent entry or exit) and accidental damage. The cover will exclude loss and will not extend to theft from unattended vehicles.
- in the event of theft of the equipment it is my responsibility to immediately report the matter to the Police and obtain a crime number. The Council should also be advised at the earliest reasonable opportunity.
- in the event of an uninsured loss or theft of the laptop/Equivalent mobile email device occurring I will be responsible for the reimbursement of replacement costs.
- the equipment will remain the property of the Council and I undertake to return the equipment promptly upon request by the Council.

Part 5 – Codes and Protocols

- I will be issued by Members' Service's with a reasonable supply of consumables (paper and printer cartridges) which are to be used only for purposes associated with my role as a Councillor. The Council will have the right to limit or terminate my supply of consumables in the case of excessive demand or suspected abuse.

(signed) _____

(date) _____