

## **Internet Usage Policy**

### **1.0 Purpose**

Access to the Internet is necessary for many purposes, e.g., researching articles, information gathering, obtaining directions, educational purposes and for personal use (e.g., home banking). This document describes the policy for Internet Usage for Kelvin TOP-SET Ltd.

### **2.0 Scope**

This policy covers appropriate use of the Internet from a Kelvin TOP-SET Ltd personal computer, laptop, workstation, or home computer attached to the Kelvin TOP-SET Ltd network either from within Company premises or remotely attached.

### **3.0 Policy**

1. Internet access is provided for business purposes although occasional personal use of the Internet is permitted, so long as it does not interfere with staff productivity or conflict with any business activity. Excessive use will be a non-productive use of time and subject to appropriate penalties under the Company's disciplinary policy. Access to the Internet may be provided on the laptops, personal computers or workstations allocated to staff.
2. Participation in Internet discussion groups and chat rooms is expressly forbidden unless it is for staff member communication using Microsoft Teams and Kelvin TOP-SET social media channels currently in use.
3. Postings by employees from a Kelvin TOP-SET Ltd email address to newsgroups, bulletin boards or blogs must contain a disclaimer stating that the opinions expressed are strictly their own and not necessarily those of Kelvin TOP-SET Ltd, unless posting is approved and during business duties.
4. Any information transmitted over the Internet, whether by email or file should be treated as public information and the user should ensure that, in the case of confidential or sensitive data, steps are taken to ensure the information is kept confidential. The use of modems on Company equipment to connect directly to the Internet is expressly forbidden. The general policy is that requests for computers or other intelligent devices to be connected to any internal or cloud hosted Kelvin TOP-SET Ltd infrastructure will be done using secure methods using HTTPS over an internet connection.
5. The downloading or storing of materials (including software) protected under copyright law, or for non-business use (for example, music or video files, etc.) is expressly forbidden without written authority from Kelvin TOP-SET IT Staff.
6. The loading of computer games onto Company equipment is strictly forbidden.
7. Kelvin TOP-SET Internet access is controlled and monitored by software applications in order to fulfil the Company's legal obligations and to protect staff. These applications will help reduce the incidence of virus attacks and unauthorised data gathering on the part of certain web sites and to prevent access to certain non-business-related Internet web sites.
8. Inbound Telnet connectivity from the Internet is not permitted. Where use is made of anonymous FTP servers, confidential information that is transmitted must be transmitted in encrypted form. All data stored on anonymous FTP servers will be cleared down every night. Content management will be performed to prohibit the use of malicious Active X and

Java Applets unless specifically required for critical business-related applications or otherwise agreed by the Kelvin TOP-SET Ltd IT Staff.

#### 4.0 Exemptions

There may be occasions when individuals within Kelvin TOP-SET Ltd require access to restricted sites for valid business reasons. If access is required an exemption should be requested from business management to Kelvin TOP-SET Ltd IT department. This should be done by filling in the restricted website access control form. However, it is still the responsibility of the individual employee to conform to the overall policy on Internet access. Kelvin TOP-SET Ltd IT Staff cannot provide access to sites that are illegal to browse.

External access to internal systems i.e., Annickbank based servers is permitted using a HTTPS connection over an internet connection which is encrypted. This can be setup by Kelvin TOP-SET IT Staff after a firewall request form has been submitted and approved.

#### 5.0 Enforcement

Any employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment.

A contractor found to have violated this policy would be liable to their contract to provide a service terminated.

#### 6.0 Definitions

<b>Term</b>	<b>Definition</b>
<i>Internet</i>	A worldwide network of computer networks, also known as the World Wide Web.
<i>ISDN</i>	Integrated Services Digital Network, an international standard for end-to-end digital transmission of voice, data, and signaling.
<i>Telnet</i>	A standard Internet protocol for accessing remote systems.
<i>FTP</i>	File Transfer Protocol, this is the language used for file transfer from computer to computer across the Internet

#### 7.0 Revision History

<b>Who</b>	<b>Date</b>	<b>Revision Type</b>	<b>Revision Number</b>
Scott Bowden	19/10/2021	Initial draft	V0.1
Scott Bowden	14/03/2022	Updated	V0.2
Scott Bowden	30/01/2024	Annual check/update	V0.3