



Face Front Inclusive Theatre

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Acceptable use of computer network, internet and email Policy

This policy sets out guidelines for acceptable use of the computer network, including internet and email by employees of Face Front Inclusive Theatre (FFIT/ Face Front). The primary purpose for which access to the internet and email is provided to Face Front staff is to assist them in carrying out the duties of their employment.

Staff may use the internet and email access provided by Face Front for:

- Any work and work-related purposes
- Limited personal use (see below)

Procedures

Limited personal use

Limited personal use is permitted where it:

- Is infrequent and brief
- Does not interfere with the duties of the employee or his/her colleagues
- Does not interfere with the operation of Face Front
- Does not compromise the security of the Face Front systems
- Does not impact Face Front's electronic storage capacity
- Does not decrease Face Front's network performance (e.g. large email attachments can decrease system performance and potentially cause system outages)
- Corresponds to the procedures outlined in the Data Protection Policy
- Does not incur any additional expense for Face Front
- Does not violate any laws
- Does not compromise any confidentiality requirements of Face Front

Examples of what would be considered reasonable personal use are:

- Conducting a brief online bank transaction
- Paying a bill
- Sending a brief personal email, similar to making a brief personal phone call

Inclusion Through Theatre

Patrons: Mat Fraser | Josette Bushell-Mingo OBE | Rachel Denning | Doris Jagge
Aditya Chakraborty | Onjali Rauf MBE | Joseph Adelakun | Jamie Beddard

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Registered in England and Wales No.05154096. Registered Charity No.1116506.



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Unacceptable use

Staff may not use internet or email access (including internal email access) provided by Face Front to:

- Create, exchange, distribute or store images, texts, materials or messages that are offensive, harassing, obscene, threatening indecent, pornographic, obscene, sexist, racist or illegal
- Visit websites containing objectionable (including pornographic) or criminal material
- Exchange any confidential or sensitive information held by Face Front (unless in the authorised course of their duties)
- Create, store or exchange information in violation of copyright laws (including the uploading or downloading of commercial software, games, music or movies)
- Use internet-enabled activities such as gambling, gaming, conducting a business or conducting illegal activities
- Create or exchange advertisements, solicitations, chain letters and other unsolicited or bulk emails
- Use of Face Front's communications systems to set up personal businesses or send chain letters
- Access copyrighted information in a way that violates the copyright
- Broadcast unsolicited personal views on social, political, religious or other non-business related matters
- Transmit unsolicited commercial or advertising material
- Undertake deliberate activities that waste staff effort or networked resources
- Introduce any form of computer virus or malware into the corporate network
- Break into the Face Front's or another organisation's system or unauthorised use of a password/mailbox
- Use the computers to play games during work time.

Monitoring

Face Front recognises that staff need access to email systems and the internet to assist in the efficient and professional delivery of services. Face Front supports the right of staff to have access to reasonable personal use of the internet and email communications in the workplace. The use of internet and email is a valuable tool for our charity. However, misuse of this facility can have a negative impact upon employee productivity and the reputation of the charity.

In addition, all of Face Front's internet and email resources are provided for business purposes. Therefore, Face Front maintains the right to examine any systems and inspect any data recorded in those systems.

To ensure compliance with this policy, Face Front also reserves the right to use monitoring software to check upon the use and content of emails. Such monitoring is for legitimate purposes only and will be undertaken in accordance with a procedure agreed with employees.

Disciplinary action for breach of this policy

All users have a responsibility to use Face Front's computer resources and the Internet in a professional, lawful and ethical manner. Abuse of the computer network, email or the Internet, may result in disciplinary action, including possible termination of employment

Face Front's performing arts groups



Agreement

All Face Front employees, contractors or temporary staff who have been granted the right to use the Face Front's email services are agreeing to these terms by signing their contract agreement confirming their understanding and acceptance of this policy.

Related Policies and procedures

This policy should be read alongside our related organisational policies:

Grievance, Disciplinary, Bullying and Harassment Policy
Data Protection Policy

LAST REVIEWED

July 2026

REVIEW

January 2027

Face Front's performing arts groups

