

AGENDA ITEM 8

CENTRAL SCOTLAND VALUATION JOINT BOARD

Subject: Acceptable Use Policy Report
Meeting: Central Scotland Valuation Joint Board
Date: 16th November 2018
Author: Pete Wildman, Assessor & ERO

1.0 INTRODUCTION

- 1.1 This report is to advise members of the Valuation Joint Board of the updated Acceptable Use Policy which has been reviewed and updated by the IT Working Group.

2.0 BACKGROUND

- 2.1 The previous Acceptable Use Policy which was presented to the Valuation Joint Board at its meeting of 15 June 2005.
- 2.2 As stated in the recent internal audit report it is appropriate that IT security policies are reviewed on an annual basis and updated where necessary.
- 2.3 This policy was last reviewed in 2014 and it has now been reviewed and updated again.
- 2.4 As the original policy was approved by the Board in June 2005, it is appropriate that the Board approve the updated version.
- 2.5 The Board could consider delegating the annual review and update of this policy to the Assessor.

3.0 RECOMMENDATION

- 3.1 That the Valuation Joint Board approves the contents of the updated Acceptable Use Policy
- 3.2 That the Valuation Joint Board determine if they wish to approve the annual review of this policy or delegate the policy review and update to the Assessor.

.....
Peter Wildman
Assessor & ERO
Date: 16th November 2018

Central Scotland Valuation Joint Board

Acceptable Use Policy

Version Control Table

Version	Maintained by	Amendment date	History of changes
0.1	G Livingstone	30/06/2005	Final
0.2	P Wildman	30/06/2014	Reviewed
0.3	P Wildman	13/02/2018	Reviewed
0.4	ITWG	31/10/2018	Reviewed

CENTRAL SCOTLAND VALUATION JOINT BOARD: ACCEPTABLE USE POLICY

Policy on the Use of Software/Hardware Acceptable use

This section defines the boundaries for the “acceptable use” of the Joint Board's electronic resources, including software, hardware devices, and network systems. Hardware devices, software, contracted cloud services and network systems purchased and provided by the Joint Board are to be used only for creating, researching, and processing Joint Board-related data. By using the Joint Board's hardware devices, software, and network systems you assume personal responsibility for using them appropriately and agree to comply with this policy and other applicable Joint Board policies, as well as legal regulations.(e.g. Computer Misuse Act, Data Protection Act, Internet and e-mail Policy).

Software

All software acquired for or on behalf of the Joint Board or developed by Joint Board employees or contractors on behalf of the Joint Board is and shall be deemed Joint Board property. All such software must be used in compliance with applicable licenses, notices, contracts, and agreements.

Licensing

Each user of the Joint Board's Computer Networks is individually responsible for reading, understanding, and following all applicable licenses, notices, contracts, and agreements for software that he or she uses or seeks to use on Joint Board computers. Unless otherwise provided in the applicable license, notice, contract, or agreement, any duplication of copyrighted software, except for backup and archival purposes, may be a violation of the law. In addition to violating such laws, unauthorised duplication of software is a violation of the Joint Board's Policy on Software Licensing.

Software standards

A list of software that is approved by Central Scotland Valuation Joint Board is compiled and maintained by the Systems Administrator. This list is available from the System Administrator and on the Assessor's Intranet.

Hardware

All hardware devices acquired for or on behalf of all Joint Board services are and shall be deemed Joint Board property. All such hardware devices must be used in compliance with applicable licenses, notices, contracts, agreements and VJB policies.

Outside equipment

No outside equipment or software application may be connected/installed into the Joint Board's system or hardware without prior permission from the Systems Administrator

Violations and penalties

Penalties for violating the Policy on use of Software/Hardware will vary depending on the nature and severity of the specific violation. Any individual who violates the Policy on the use of Software/Hardware may be subject to:

- (i) Being barred from using the Joint Board's hardware or software systems.
- (ii) The Joint Board's disciplinary procedures.
- (iii) Civil or criminal prosecution.

Acknowledgment of Software/Hardware Policy

This form is used to acknowledge receipt of and compliance with the Policy on use of Software/Hardware.

Procedure

Complete the following steps:

1. Read the Policy on the use of Software/Hardware in connection with the Joint Board's computer system.
2. Sign and date the attached declaration in the spaces provided below.
3. **Return the attached declaration** to the Executive Assistant, Hillside House, Laurelhill Business Park, Stirling, FK7 9JQ.

DECLARATION IN RESPECT OF THE CENTRAL SCOTLAND VALUATION JOINT BOARD POLICY ON THE USE OF SOFTWARE/HARDWARE

By signing and dating below, I agree to the following terms:

- (i) I have received and read a copy of the Policy on the use of Software/Hardware and agree to comply with its provisions.
- (ii) I understand and agree that any software and hardware devices provided to me by the Joint Board remain the property of the Joint Board and are licensed for the use for which they are deemed.
- (iii) Unless authorised to do so, I understand and agree that I am not knowingly to modify, alter, install or upgrade any software programs or hardware devices provided to me by the Joint Board nor knowingly use any software programs without the appropriate license.
- (iv) Unless authorised to do so, I understand and agree that I shall not copy, duplicate or allow anyone else to copy or duplicate any software provided for use by Central Scotland Valuation Joint Board to allow me to carry out my Joint Board duties.
- (v) I understand and agree I must make reasonable efforts to protect all Joint Board provided software and hardware devices from theft and physical damage and not to disclose any passwords allocated to me.
- (vi) I understand that failure to adhere to the policy may result in discipline, up to and including termination of employment.
- (vii) I understand that my use of PSN services may be subject to interception or monitoring by the PSN Authority (PSNA) within applicable legal constraints. Non-compliance may result in action against the service user.

CENTRAL SCOTLAND VALUATION JOINT BOARD: POLICY ON THE USE OF SOFTWARE/HARDWARE SIGNED DECLARATION

User Signature

User Name

Date
