**Ability Shetland Computer and Mobile Digital Device Use Policy**

This policy is intended to safeguard **Ability Shetland**’s use of hardware and software. All computer equipment, software are the property of Shetland Islands Council via Voluntary Action Shetland (whom we then rent from), mobile digital devices are the property of **Ability Shetland** – staff and volunteers are only authorised to use the packages provided on the system.

Computer configurations or system changes must be authorised by Team Leader Ability Shetland

Staff are permitted to use computer equipment (with the prior authorisation of the Team Leader) out of working hours ensuring **Ability Shetland**’s policy on Health and Safety is adhered to.

Personal use of these facilities by an employee for a reasonable and specific purpose will be authorised at the discretion of the Team Leader and Trustees.

Mobile digital devices i.e. mobile telephones, iPads, tablets etc. provided by Ability Shetland are only to be used for work purposes (unless prior authorisation has been approved). Any breach shall be reported to the Team Leader for investigation.

**The installation or use of personal facilities (i.e. personal e-mail accounts, personal accounts with Internet Service Providers) is not permitted**