



Use of departmental resources policy - Annex B

Unacceptable use of the internet

The following list provides examples of unacceptable use. The list is not exhaustive and is for guidance only:

- using the internet in a way that could potentially damage the reputation of the Home Office such as using a blog (an online personal diary) or a social networking site to criticise the organisation
- overuse of the internet system
- visiting illegal or unacceptable web sites such as those containing material that is racist, sexist, homophobic, obscene, depicting violence or gore, sexually inappropriate and explicit, that supports terrorism or is contrary to Home Office equality and diversity policies
- visiting sites that are in breach of copyright or contain details on how to undertake computer hacking etc
- printing, downloading, storing or sending material and images from any site deemed unacceptable (as above)
- undertaking share dealing, gambling or online gaming
- undertaking activities for commercial gain; for example, selling items on sites such as eBay or the running and maintenance of a website in connection with a business run by you or a close family member
- downloading or installing video clips, screensavers, sound files or any other material not business related
- installing, downloading or playing games
- originating or distributing chain letters
- posting comments on the Home Office website without prior permission from a senior manager (this excludes controlled forums, such as the HOT Box, where employees are encouraged to comment on a specific topic of debate)

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Policy annexes

- Use of departmental resources policy
- Annex A - Acceptable use of the internet
- Annex C - Unacceptable use of email
- Annex D - Good email etiquette
- Annex E - Internet, email and telephone policy: action to be taken

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