

Policy Awareness System

IT Policies

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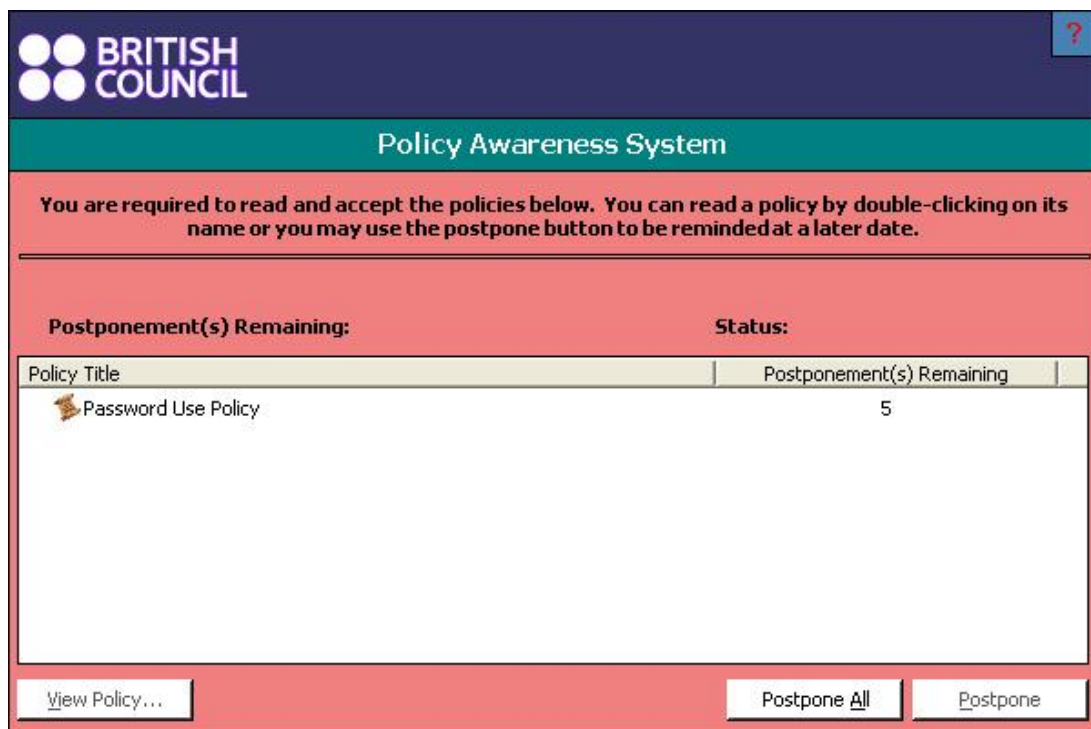
Introduction

The British Council has a responsibility to ensure that all users are aware of corporate policies and also to provide a mechanism to make these policies easily accessible. The Policy Awareness System has been developed to ensure that all users have an opportunity to read and become familiar with essential corporate policies. Issues have arisen in the past where policies have been distributed on a wide scale but some users are not aware of the policies. There is also the issue that new users are not always given copies or informed of corporate policies which may affect their terms and conditions of employment.

The Policy Awareness System will alert users of any new policies or updates to existing policies that require their acceptance. The system will record the date and time a user accepts a particular policy.

The application basics

When the application is installed on a PC a small scroll icon will appear on the System Tray. At a trigger point, a pop-up window similar to the one below will appear on your screen alerting you of policies that require your attention/acceptance.



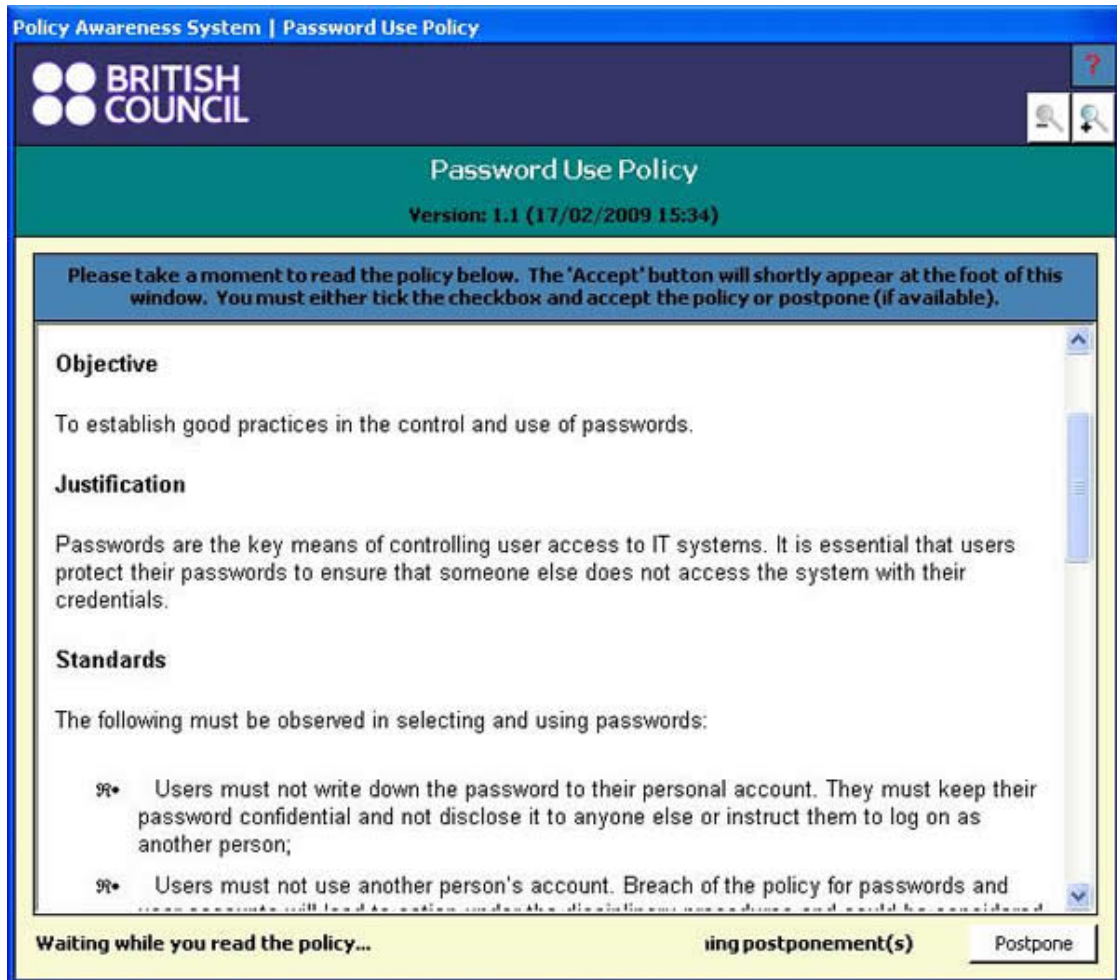
At this point you may elect to:

- View a policy by clicking on the policy name and then click the View Policy button or just by double-clicking the policy name;
- Postpone one or all policies if it's not convenient to view at that particular time. Clicking on the Postpone All button will postpone all policies and the number postponements remaining will be reduced by one for all policies. You can also postpone a single policy by clicking on the policy name and then the Postpone button. The pop-up window will reappear at a later date and the postponement count will have been reduced accordingly. If postponements remaining reach zero the policy will have to be read and accepted.

How to view and accept a policy

Policies can be viewed directly from the trigger pop-up window as detailed above or by right-clicking on the scroll icon on the System Tray and selecting View Policies.


The appropriate policy will be displayed in a window similar to the one below.



At this point you can:

- Read and accept the policy by ticking the box and clicking the Accept button (see image below). The Accept button will appear after a few moments to give you an opportunity to read the policy thoroughly. The interval is set by the Policy Owner and will vary between policies.
- Postpone the policy to another time by clicking the Postpone button. The number of postponements remaining will be shown.
- You can also increase or reduce the font size of the policy by clicking on the magnifying glass image on the top banner. The window can also be resized as desired.

Policy Awareness System | Password Use Policy

 **BRITISH
COUNCIL**

Password Use Policy
Version: 1.1 (17/02/2009 15:34)

Please take a moment to read the policy below. The 'Accept' button will shortly appear at the foot of this window. You must either tick the checkbox and accept the policy or postpone (if available).

Objective

To establish good practices in the control and use of passwords.

Justification

Passwords are the key means of controlling user access to IT systems. It is essential that users protect their passwords to ensure that someone else does not access the system with their credentials.

Standards

The following must be observed in selecting and using passwords:

- Users must not write down the password to their personal account. They must keep their password confidential and not disclose it to anyone else or instruct them to log on as another person;
- Users must not use another person's account. Breach of the policy for passwords and user accounts will lead to action under the disciplinary procedures and could be considered as Gross Misconduct (which can lead to dismissal) if the breach is particularly severe.

I have read and accept the terms of You have 2 remaining postponement(s)

Once you accept a policy the date and time is recorded. You will not be requested to accept the policy again unless the policy is updated or re-issued.

The number of postponements allowed is set by the Policy Owner. When no postponements are remaining you will have no option other than to read and accept the policy. You do not have the option not to accept a policy but feedback and comments to the Policy Owner are always welcomed.

How to access any policy

You can access all policies at any time by right-clicking the icon on the System Tray. The following window will be displayed showing the status of all applicable policies, you can view any policy as required by clicking on the policy name and the View Policy button.

