

Diseworth Heritage Centre

Acceptable Use Policy for ICT Facilities (Standard)

Users are encouraged to make use of the Centre's ICT facilities for educational, research and business purposes. All users are expected to act responsibly and to show consideration to others.

This policy applies to ALL adult users regardless of their status.

This is our current policy for the use of the computers, which you must agree to before you use the DHC's ICT facilities.

DHC provides a level of Internet content filtering for adult users, but you must take responsibility for your own activities.

We may monitor your use of the computer, including websites visited, in order to plan better services and to ensure you keep to this policy. We will not use personal information for any other purpose, or divulge it to other people or organisations, in accordance with the Data Protection Act 1998.

By using the ICT facility, users agree that they have no expectation of privacy for any data they may load into any PC. Users must at all times respect the privacy of other users.

DHC cannot be held responsible for the privacy or security of your activities, and urges caution when undertaking financial transactions online.

You must read and accept the following terms and conditions before you can use this computer. Please keep to them – if you don't you may not be allowed access in the future.

I agree that:

- I am fully responsible for all activities and communications that take place during my computer session.
- I will not wilfully damage or tamper with any PC or network equipment, or attempt to install or download software (including viruses) on to DHC computer hard drives. I understand that users may be held liable for costs incurred for repair and/or replacement of equipment where the damage was caused by misuse.
- I will not seek to gain unauthorised access to computer systems or information ("hacking").

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- I will not engage in any illegal activities, including gambling (for which DHC is not licensed).
- I will not use the computer for the purpose of libel, slander or harassment, or for sending material likely to cause offence or inconvenience.
- I will respect the privacy and sensibilities of other DHC users, and I will not cause noise, or display text or graphics that may be reasonably viewed as obscene or offensive.
- I will not violate copyright or software licence agreements, including the piracy of music, video or software.
- I will save documents and information only to writable CDs or USB memory sticks (Note: personal data stored elsewhere will be deleted when you have finished your session).
- I will not connect or install any form of PDA, Blackberry or mobile phones to a DHC computer. (Note: such devices may require software drivers, which should not be installed on a public shared use PC).
- I will use the computer only within the time that has been allocated to me.
- I may be asked to pay for any printing costs incurred.
- I will not use the computers for viewing live TV broadcasts (for which DHC is not licensed).

Use of the Internet

The internet provides access to lots of information that is valuable or enlightening, but you may also find material that is inaccurate, offensive or illegal under UK law. Access to the Internet may be filtered to prevent access to inappropriate sites, and to protect the computer systems. Users should be aware that the Centre logs all Internet use for all users.

- I will not access, download, create, store or transmit material which is indecent or obscene, or material which could cause annoyance, offence or anxiety to other users, or material which infringes copyright, or material which is unlawful.

The use of public chat rooms and forums or Instant Messaging (IM) is not allowed unless otherwise specified.

The Centre does not provide email facilities, such as Outlook Express. Users with webmail accounts, (such as Goglemail) should not open attachments from senders you do not recognise, or that look suspicious.

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Disciplinary Procedure

Those who misuse the computer facilities and contravene the ICT Acceptable Use Policy may be denied further access to the ICT facilities, or the Centre itself.

Agreement to the Acceptable Use Policy.

Please sign below to show your acceptance of the terms and conditions outlined in the Diseworth Heritage Centre Acceptable Use Policy.

Full Name:

_____ Signature _____

Address:

Date:

Note:

All DHC IT users are strongly advised to implement a broadband firewall and install anti-virus protection on their own home PC, to ensure that any files brought to the Centre are virus-free.

Please check the DHC website [Downloads page](#) to ensure this is the latest version of this Policy document. E&OE.