



SUSSEX NEIGHBOURHOOD HOUSE Inc.

COMPUTER / INTERNET POLICY & PROCEDURE

The Internet is a network of International computer networks that enable information to pass between them. The provision of an Internet facility at Sussex Neighbourhood House provides opportunities for the Moreland Community to use Telecommunications to provide access to up to date information, to share their experiences on a global basis, and to enrich the learning environment.

Internet users have access as members of staff or through a member of staff who may be office staff, a tutor or a Public Access Supervisor.

Users of the Internet are responsible to check for themselves the integrity and authority of information gained from the Internet. Sussex Neighbourhood House accepts no responsibility for the quality or accuracy of information obtained through the Internet.

The Internet shall not be used to transmit any communication where the meaning of the message, or its transmission or distribution would violate any applicable law or regulation; which is obscene, abusive or otherwise likely to be offensive or objectionable to the recipient or recipients of it.

Users shall respect the rights of property of others and shall not improperly access, misappropriate or misuse the information/files of other users. No user is permitted to access "Peer to Peer" (P2P) programs or sites such as *Kazza*.

It is the user's responsibility when downloading programs, to check for copyright or licensing agreements. If the program is beneficial to your use, pay an author's registration fee. If there is any doubt, don't copy it.

PROCEDURE

Sussex Neighbourhood House procedures regarding the use of computers and access to the Internet are as follows:-

- The computer equipment must be treated with due care and respect at all times.
- Any breakages and faults should be reported immediately to the tutor or a member of staff.
- Please ensure that no food or drinks are spilt or dropped on any part of the computer or related equipment.
- Users are encouraged to locate food or drinks well away from the computers to avoid accidental spills.
- No smoking is allowed in the Computer room or anywhere inside the House. (Moreland City Council specifies that no smoking is permitted within 5 metres of doorways or open windows).
- We ask that users do not change the computer settings, install (load) any programs e.g. games or software onto the computers unless directed to do so by the tutor.
- Users are not allowed to load any programs (games or software) onto the computers.

- Users will not deliberately access unacceptable material on the Internet. This includes pornography, advice carrying out criminal, illegal or defamatory activities and material gratuitously violent in nature.
- Users found accessing, inputting, downloading or using unacceptable material, or deliberately damaging equipment will be banned from using the facility, as deemed appropriate by the Manager.
- Users are not allowed to download and/or install any software, including updates, from the Internet unless permission has been obtained from the staff member in charge at the time.
- All computer users will be asked to sign an agreement which includes these procedures.
- In the event that a person participates in inappropriate use of the computers or the Internet, the *Disciplinary Procedures for House Users* will apply.