

HEMEL HEMPSTEAD DAY CENTRE LTD

Company Registered in England No: 1288177
Registered Charity No: 272688

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The Centre in the Park

Computer Systems and Electronic Communications Policy.

The Centre in the Park encourages the use of computer systems and electronic communications. However, use of computer systems and electronic communications is a privilege that can be restricted if misused, and misuse could result in disciplinary action. These guidelines apply to all users of computer equipment at The Centre in the Park. 'Users' refers to any persons working for The Centre in the Park as employees, contracted persons or recognised volunteers, together with members of the Centre in the Park. This policy applies to the use of e-mail, internet access and the use of the The Centre in the Park's computer system.

1.) General:

Users must observe the same personal and professional courtesies and considerations in Electronic Communications as they would in other forms of communication, complying with this policy and other policies and procedures of The Centre in the Park.

2.) Checking messages / replying / cover:

E-mail messages should be checked regularly and queries answered promptly. When Users are absent for long periods adequate provision should be made to ensure that important messages are not left un-answered.

3.) Ownership:

All e-mail messages sent / received using The Centre in the Park's e-mail system and all the addresses on that system are the property of The Centre in the Park. The Centre in the Park reserves the right to monitor at any time, without further notice to Users, e-mails sent or received by authorised users in order to ensure that the contents are not defamatory and do not contain illegal material.

4.) Restrictions:

The Centre in the Park's Computer Systems and Electronic Communications services may not be used for :

Unlawful activities;

Commercial purposes not under the auspices of The Centre in the Park or associated companies;

Personal financial gain; or

Use that violates The Centre in the Park's other policies or guidelines. The latter include, but are not limited to, policies and guidelines regarding sexual, racial or other forms of harassment.

5.) Representation:

Users shall not give the impression that they are representing or otherwise making statements on behalf of The Centre in the Park or entering into agreements on its behalf unless appropriately authorised (explicitly or implicitly) to do so. Where appropriate, an explicit disclaimer shall be included.

An appropriate disclaimer is:

The opinions or statements expressed herein are my own. They should not be taken as the position or opinion of The Centre in the Park or viewed as having the endorsement of The Centre in the Park.

6.) Interference:

Electronic Communications shall not be used in ways that could reasonably be expected to cause, directly or indirectly, excessive strain on any computing facilities, or unwarranted or unsolicited interference with others' use of Electronic Communications. Examples include:

Global e-mails – indiscriminately sending large quantities of mail.

Chain letters.

Unnecessary subscriptions to e-mail alerts.

Downloading of large files – pictures, software etc.

7.) Computer discs, other storage units, and computer games:

Computer discs, other storage units, and computer games brought onto the premises **must** not be inserted into any Computer owned or used by The Centre in the Park without the express permission of the Centre manager. Any such disc or storage unit or game must be scanned for viruses on the Centre manager's computer before being inserted into any other computer.

8.) Personal Use:

The Centre in the Park's Electronic Communications services may be used for incidental personal purposes provided that, in addition to the above, such does not:

Interfere with the User's employment or other obligations to The Centre in the Park or

Involve the sending or saving of messages the nature of which, if publicly disclosed, could in any way bring The Centre in the Park or associated companies into disrepute.

Created: September 2013

Reviewed and approved July 2017

Hemel Hempstead Day Centre Ltd is a non-profit making company 'Limited by Guarantee' the sole purpose of the company is to provide for the comfort and welfare of its members who are elderly residents of the Borough of Dacorum