

HEMEL HEMPSTEAD DAY CENTRE LTD

Company Registered in England No: 1288177

Registered Charity No: 272688

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USER ACKNOWLEDGEMENT OF

INFORMATION TECHNOLOGY POLICY

The Centre in the Park encourages the use of electronic communications. However, use of electronic communications is a privilege that can be restricted if misused, and misuse could result in disciplinary action. These guidelines apply to all IT **users** at The Centre in the Park.

'**Users**' refers to any person working for The Centre in the Park, as employees, contracted persons or volunteers, or 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. General

Housekeeping must be performed frequently to ensure information not required

be deleted from the system.

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. Security

In the interest of security users are advised not to leave PC's, which are "logged on", unattended.

5. Restrictions

The Centre in the Park's 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
- 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.

6. 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."

7. 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.

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 of other obligations to The Centre in the Park
- Involve the sending or saving of messages that nature of which, if publicly disclosed, could in any way bring The Centre in the Park or associated companies into disrepute.
- Take place during the employees' normal working hours

Users need to be aware that the Internet is not a secure medium when sending personal, confidential or sensitive information in an email or over the Internet. If computers are used to order personal goods and services this is wholly at the Users own risk. When equipment is placed in a open place other people may be able to see what individuals are doing and could take note of any information entered, such as an address or bank details. Therefore Users should consider the confidentiality of what they plan to do before making use of the computers.

9. Computer discs etc:

Computer discs or other storage units or 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.

10. Use of the Internet

The Internet is a useful tool for research and information. However, Internet communications should not contain unsuitable language offensive to others or convey material that could reflect poorly on The Centre in the Park's reputation.

In particular you must not:

- Access any offensive sites on the Internet
- Duplicate any copyrighted or licensed software

Signed..... (Staff Member)

Date.....

Signed..... (Centre Manager)

Date.....

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