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| **SIDE** | **Main Street Sheltered Housing Complex**  **IT and Internet Access Acceptable Use Policy** |



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| **Compliant with Performance Standard :** | **GS1.2 Policies & Procedures**  **GS3.5 Openness and Confidentiality**  **AS1.4 Housing Support Needs** |
| **Compliant with Tenant**  **Participation Strategy:** | **Consultation to be carried out** |
| **Compliant with Equal**  **Opportunities :** | **All users to be treated fairly and equally in accordance with this policy** |
| **Compliant with Internal**  **Management Plan :** | **n/a** |

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| **Date for Approval Following**  **Consultation:**  **Date for Review :** | **July 2011**  **July 2014** |

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| **Responsible Officer:** | **Housing Manager, Jim**  **Munro** |

COMPANY/IMP&POLICIESHOUSMAN/POL05/MB/PB/14.04.08

# 1. Introduction

This policy sets out the rules which you should follow in your use of the systems, services and equipment provided by Barrhead Housing Association.

These rules advise of certain actions which we consider to be an abuse of the system. Such actions are strictly prohibited and some may constitute an offence.

Failure to comply with the rules of this policy may result in the removal of the access to the Internet. In more serious cases, the Police may be informed.

# 2. Liability

Barrhead Housing Association Ltd will not be held responsible for any damages or loss a user may incur, including loss of data or any losses sustained in any online financial transaction while using the equipment.

# 3. General Principles

1. When using computer facilities, you should bear in mind that YOU are responsible for anything that is done from your computer.
2. Do not disclose your username and password to anyone.
3. Do not attempt to ‘hack’ into other computers or in any way access information held on other computers.
4. You must not copy or distribute any software provided by Barrhead Housing Association.
5. Do not undertake any activity which may cause distress or harm to other computer users. To do so may be an offence.
6. You must comply with all licence agreements for software and must not make any copies of, or in any way distribute, the software provided.
7. Do not attempt to repair or take away any of the equipment. Report any problems to the warden.

# 4. Internet Usage

1. You must not download, view or print pornographic, obscene, or offensive material e.g. racist material, hardcore pornography etc.
2. You must not use the internet service provided by Barrhead Housing Association for gambling purposes.
3. You must not down load or distribute material which is not owned by you e.g. music, video, photographs etc. This includes software.
4. You should always be aware that information obtained from the Internet may not always be reliable. Barrhead Housing Association is not responsible for the content of the Internet.

**5. Email**

1. You must not use the equipment to send illegal material (e.g. unlicensed software), forward chain letters, harass or threaten anyone or send abusive, frivolous or inappropriate messages. Apart from being discourteous or offensive you may be breaking the law. The law on written communications applies equally to e-mail messages. You must not therefore use threatening, insulting or abusive language when sending emails.
2. You must not download, create or transport or transmit computer viruses.
3. You must not send e-mail to any person who does not wish to receive it. If the recipient asks not to receive e-mail, you must stop sending e-mail to that person.
4. Remember that e-mails are not always secure. You should treat the security of e-mails about the same as a message on a postcard.
5. Always give your true identity. Do not pretend to be someone else when using e-mail.

6. Policy Review

The Core Services Sub-Committee will review the Mutual Exchange Policy at least every three years or subject to:

* New or revised legislation
* Changes in good practice
* Organisational change, e.g. revision of operational practices
* Views of tenants and other service users
* Auditing practices
* Resource requirements.

**Barrhead Housing Association**

**Computer Recipient Acceptable Use Policy**

I have read and understand the Acceptable Use Policy. I agree to comply with the rules stated, and understand that I have a responsibility to use the resource in an appropriate manner.

I understand that if I fail to comply with the rules of the Acceptable Use Policy, then access to the centre and the Internet may be withdrawn, and that I more serious cases, the Police may be informed, and I may face criminal prosecution.

# Learner :

**Name** (Block capitals) **Signature** **Date**

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# On Behalf of Barrhead Housing Association

# Name : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Signature : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Date : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_