



The Friends of Hednesford Park

Acceptable Use Policy

This Acceptable Use Agreement is intended to ensure:

- that community users of The Friends of Hednesford Park digital technologies will be responsible users and stay safe while using these systems and devices
- that The Friends of Hednesford Park systems, devices and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.
- that users are protected from potential risk in their use of these systems and devices

Acceptable Use Agreement

I understand that I must use The Friends of Hednesford Park systems and devices in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the systems, devices and other users. This agreement will also apply to any personal devices that I use in while connected to the Park's network:

- I understand that my use of The Friends of Hednesford Park systems and devices and digital communications will be monitored
- I will not use a personal device that I have brought for any activity that would be inappropriate in a educational setting.
- I will not try to upload, download or access any materials which are illegal (child sexual abuse images, criminally racist material, adult pornography covered by the Obscene Publications Act) or inappropriate or may cause harm or distress to others. I will not try to use any programmes or software that might allow me to bypass the filtering / security systems in place to prevent access to such materials.
- I will immediately report any illegal, inappropriate or harmful material or incident, I become aware of, to the appropriate person.
- I will not access, copy, remove or otherwise alter any other user's files, without permission.
- I will ensure that if I take and / or publish images of others I will only do so with their permission. I will not use my personal equipment to record these images, without permission. If images are published it will not be possible to identify by name, or other personal information, those who are featured.
- I will not publish or share any information I have obtained whilst in the park on any personal website, social networking site or through any other means, unless I have permission from the park.
- I will not, without permission, make large downloads or uploads that might take up internet capacity and prevent other users from being able to carry out their work.
- I will not install or attempt to install programmes of any type on a The Friends of Hednesford Park device, nor will I try to alter computer settings, unless I have permission to do so.

- I will not disable or cause any damage to The Friends of Hednesford Park’s equipment, or the equipment belonging to others.
- I will immediately report any damage or faults involving equipment or software, however this may have happened.
- I will ensure that I have permission to use the original work of others in my own work
- Where work is protected by copyright, I will not download or distribute copies (including music and videos).
- I understand that if I fail to comply with this Acceptable Use Agreement, The Friends of Hednesford Par has the right to remove my access to The Friends of Hednesford Park systems or devices

I have read and understand the above and agree to use The Friends of Hednesford Park digital technology systems and my own devices (when carrying out communications related to The Friends of Hednesford Park) within these guidelines.

Name:

Signed:

Date:

October 2017