



# Internet Access Policy

## Holbrook Community Centre

Holbrook Community Centre Management Committee provides access to the Internet for users who have a contract to use the Holbrook Community Centre computers. Organisations are granted access, on acceptance of the following terms and conditions. The terms and conditions may be varied at any time for any reason which Holbrook Community Centre Management Committee deems necessary to enable Holbrook Community Centre to meet its obligations. If access to the Internet is abused then access may be withdrawn.

### 1. Application for access to the Internet

Before submitting an application for Internet access the applicant should read and understand both the policy and the 'User Responsibilities' and then sign the bottom of the Internet Access Request Form.

### 2. Internet Access

#### **Misuse**

Use of the Internet will be monitored, and if it is discovered that a user is using it inappropriately then access may be withdrawn immediately. The reason for withdrawing access will be given. In extreme cases further action may be taken.

#### **Maintenance**

Holbrook Community Centre Management Committee may temporarily remove access for any technical reason, either within or beyond the control of Holbrook Community Centre Management Committee or its suppliers, either with or without notice and will not be liable for any consequences arising. Access in these circumstances will be restored as soon as is practical.

#### **Indemnity**

Users agree to indemnify Holbrook Community Centre Management Committee against any action that may be taken by a third party as a result of the user's use of the Internet Access. Holbrook Community Centre Management Committee may cooperate with any third party where the user has breached these terms and conditions.

#### **Users**

The user is responsible for all and any persons who make use of the user's connection to the Internet.

#### **Right of Access**

In order to provide access it is necessary for Holbrook Community Centre Management Committee to make and control certain settings on the user's computer equipment. If at any time the user's computer is or appears to be interfering with Holbrook Community Centre Management Committee Internet or systems and if access to the user's computer system cannot be gained then the user's equipment may be disconnected from the network.

### 3. Application for access to the Internet

#### User Responsibilities

These guidelines are intended to help you make the best use of the Internet resources at your disposal. When using the Internet access facilities you should comply with the following guidelines.

#### DO

- Do check that any information you access on the Internet is accurate, complete and current.
- Do check the validity of the information found.
- Do respect the legal protections to data and software provided by copyright and licences.
- Do inform the Centre Manager/s immediately of any unusual occurrence.

#### DO NOT

- Do not download text or images which contain material of a pornographic, racist or extreme political nature, or which incites violence, hatred or any illegal activity.
- Do not download software which may result in software being installed on Holbrook Community Centre Management Committee computer or network equipment.
- Do not attempt to make unauthorised entry into any other computer or network.
- Do not disrupt or interfere with other computers or network users, services, or equipment.
- Intentional disruption of the operation of computer systems and networks is a crime under the Computer Misuse Act 1990.
- Do not represent yourself as another person.
- Do not use Internet access to transmit confidential, political, obscene, threatening, or offensive or libellous materials.

### 4. Please note the following

All activity on the Internet is monitored and logged.

All material viewed is scanned for viruses.

All the content viewed is scanned for offensive material.

**Any breach of this Policy will result in access being withdrawn immediately, and may lead to further action.**

**I have read the Internet Access Policy listed above and agree to abide by them whenever accessing the Internet from Holbrook Community Centre.**

Signature 1 of user / Organisation: \_\_\_\_\_ Date 1: \_\_\_\_\_

Organisation 1: \_\_\_\_\_

Signature 2 of user / Organisation: \_\_\_\_\_ Date 2: \_\_\_\_\_  
(If only one Signature required then say N/A in both Signature and date 2 fields)

Organisation 2: \_\_\_\_\_

**Office use only**

I \_\_\_\_\_ (Holbrook Community Centre Management Committee) agree to the above named person / Organisation being granted permission to use the office laptop/s and to have Internet Access.

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

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