

Watford Park U3A

Usage Policy for Information Technology Equipment, Software and Communications

1. Purpose:

The object of this document is to provide a clear policy regarding the use and security of Watford Park U3A (WPU3A) owned Information Technology Equipment and Software including use of the Internet and Email.

2. Scope:

This policy applies to all members of WPU3A who use the equipment available i.e. laptops, projection equipment and other associated items.

3. Principles

Primarily, the equipment will be used for providing learning opportunities to members or information presentations by members of the Executive Committee (EC) or Group Leaders.

4. Usage

- 4.1 Equipment is not available for the personal use of any member.
- 4.2 Committee Members/Group Leaders are responsible for tracking the location of equipment.
- 4.3 Due to the risk of viruses, hardware or software not purchased or approved by WPU3A must not be used with or on any of the equipment. Users must not make illegal copies or delete software installed on equipment.
- 4.4 Inappropriate use of the Internet or Email is not allowed. Appropriate use is deemed to be that related to the running of Study Groups and EC presentations
- 4.5 No software should be installed by anyone other than an EC-appointed administrator.
- 4.6 No configuration changes should be made by anyone other than an EC-appointed administrator.
- 4.7 No attempt should be made to gain access to the Administrator account on the Laptop.
- 4.8 Any user suspecting that the equipment has become inadvertently affected by malware e.g. from a rogue website should inform the EC immediately so that any damage can be limited.

2.0 Storage and Insurance

The equipment is usually stored at the home of one of the EC members who will keep a register of who borrows the equipment. Any borrower should not pass the equipment to anyone else without the explicit written (i.e. Email) permission of an EC member. Equipment should be kept securely in the user's residence or if in transit, on the person, or in a car boot. Equipment must not be left in an unattended vehicle.

3.0 Obligations and Responsibilities

Users are asked to be vigilant and report any suspected breach of this policy immediately to the Group Leader or a Member of the Committee.

Any problems or faults with equipment must be reported to a Committee member.

WPU3A will perform quarterly software audits and updates.

(Approved by the EC on 2nd June 2015)