

Computer Use Policy

Document Control			
Title	Computer Use Policy		
Date of review	01/05/2026		
Next Review	01/05/2027		
Document Owner	Salih Yilmaz		
Version Control History			
Date	Paragraph/section amended	Reason	New issue no.
01/05/23	Created		V1
01/05/24	Reviewed		V2
01/05/25	Reviewed		V3
01/05/26	Reviewed	Annual review	V4

Computer Use Policy

Use of Computers:

- The Management has the right to look at any files on their systems including text, graphics and e-mails.
- Users are not permitted to access and amend another user's work without permission.
- Users must not give access passwords to other users. Using another user's password is not permitted.
- All computers connected to the Internet will be protected by anti-virus software, which will be kept up to date to check for the latest viruses. Any infections must be reported immediately to a member of staff, who will quarantine the computer and notify technical support.
- No files should be brought into the Centers and loaded onto a Centre's computer without the permission of staff and without the files being virus checked by a member of staff.
- The Management reserves the right to deny access to computer systems, including use of the Internet and e-mail.
- Users are not permitted to drink or eat near the computers.
- Users are not permitted to change any computer system settings, defaults and configurations.
- Users are not permitted to tamper in any way with software or any of the equipment supplied for your use.
- Users are not permitted to Install or uninstall any program on Pathfinder computers.
- Users must not attempt to access any password protected areas.

Internet Access:

- No user is permitted to access material that is illegal, defamatory or potentially offensive.
- The copyright and intellectual property rights of material accessed using the Centre's computers must be respected.
- Parents of children under 16 will be asked to sign a contract indicating that they understand the issues and give consent for their child to use the Internet.
- No user will be permitted to download software from the Internet without permission from a member of staff.

Use of E-mail:

- Any user of the Centre's computers sending e-mail, must not use the system to communicate offensive, suggestive or defamatory material. It must not be used to harass another individual.