***Seville Community House***

***Seville Community Group Inc. Reg.: A0004911K***

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**ACCESS TO PUBLIC COMPUTERS AND WIFI**

**INTRODUCTION**

The Committee of Management of the Seville Community House recognises its moral and legal responsibility to provide a safe, healthy and equitable environment for our clients and to allow public computer access to all without discrimination.

**PURPOSE**

To ensure that the organisation’s operations provide equal and fair access for our public computer clients and that they are aware of the rights and responsibilities they have with regard to computer and Internet access available at the house.

**POLICY**

* Use of the Seville Community House public computers is free. However download limits may be enforced.
* To use the computers visitors must show some form of identification to staff.
* Children under the age of 18 must have written consent from their parent or guardian. Parents are responsible for their children’s use of the Seville Community House computers, including websites accessed.
* A booking system, where clients are able to book up to 1 month in advance, will be used.
* Bookings are accepted on a first come, first serve basis.
* Bookings are essential. Clients may use the computer on a drop in basis only if the computer is free and up to the next booking time. If the computer is being used they will be asked to come back at a later time.
* In the case of the computer “crashing” the client will be allowed to make up the time lost, until the next booking.
* A 5-minute change over time is recommended and is accommodated in the booking schedule.
* Any negotiation regarding booking times is to be presented to the Staff member in charge on the day.
* All users must have their own email address and may not use this facility’s address for email correspondence. All messages sent to individuals at the House address regarding personal matters will be deleted by the Manager.
* The Internet may not be used inappropriately. Inappropriate use may include (but is not limited to):
1. use of the Internet to infiltrate another computer/computer system
2. use of the Internet to violate software license agreements and copyright
3. use of the Internet to access pornographic material
4. use of the Internet/email/social media for messages which are defamatory, derogatory, harassing, pornographic or contain confidential information about a member of the community
5. use of the Internet/email/social media for the purpose of advert8ising or political lobbying
6. use of the Internet to access information to manufacture devices which may cause harm to others
* Any grievance, which may occur, should be presented in writing for discussion by the Committee of Management.
* All house users are expected to comply with the house policies and show respect to staff and other house participants.

**Approved by Committee of Management**

**on the day of 20**

**Signed Manager**

**Signed President**