



DORNOCH & DISTRICT COMMUNITY ASSOCIATION

Policy for Internet Usage and Computer Assets

This document serves as policy and guidance for the DADCA committee and members pertaining to the management and usage of computer resources including on-site hardware and internet assets and the production of documents and internet content.

HARDWARE

Currently DADCA's computer hardware resources are:

- 1) Broadband router (part of broadband contract)
- 2) Wi-fi power extenders.

3) SOFTWARE

Currently DADCA does not own any computer software, although various software owned by DADCA members is being used for DADCA related business.

Should software be purchased by DADCA, discs and manuals should be held by a *data manager*. The data manager should ensure that usage of the software is in accordance with the limits of the licence. Unless otherwise specified the Data Managers are the Chair or joint Chairs, the Secretary and the Director responsible for the DADCA Website.

DADCA members using their own software should only use correctly licensed or free software. They should also ensure that images used in published materials are correctly licensed or are in the public domain.

DOCUMENTATION

Organisations using computers and the internet invariably accumulate a collection of documents and images. In most cases, these documents are a matter of public record and should be stored and managed on DADCA's Spanglefish-based website (www.dadca.org.uk) Items such as images, logos and templates should be stored on the website. It is perfectly suitable for this purpose.

Members producing documentation should try to adhere to a DADCA 'house style' by referring to other documents and templates.

INTERNET MANAGEMENT

DADCA needs to manage a variety of internet assets in addition to the official DADCA website. These include:

- Domain name registrations
- Website logins
- Email accounts

- Twitter accounts
- Facebook accounts

For security and convenience, all relevant passwords should be aggregated to a single updatable document, which should be shared between 3 nominated *data managers*. These people should be directors/committee-members that have a good understanding of computer and internet technology.

PRIVACY

In the usage of websites and social media, DADCA must show discretion and respect for members', users' and the public's privacy. This means only publishing contact details (address, phone and email) where permission of the person is explicitly obtained, and removal of such details where no longer relevant. Publishing other personal details (mentions of birth dates, spouses and offspring) should be avoided. Permission should also be obtained where a person is prominently featured in a photograph. Website content, articles and social media comments should stay on-topic and avoid personal comment and opinion.

APPENDIX

PUBLIC WI-FI ACCESS TERMS AND CONDITIONS

This agreement sets out the terms and conditions on which wireless internet access (the Service) is provided free of charge to you, a guest

Your access to the Service is completely at the discretion of DADCA (Dornoch and District Community Association). Access to the Service may be blocked, suspended, or terminated at any time for any reason including, but not limited to, violation of this Agreement, actions that may lead to liability for DADCA, disruption of access to other users or networks, and violation of applicable laws or regulations. DADCA reserves the right to monitor and collect information while you are connected to the Service and that the collected information can be used at discretion of DADCA, including sharing the information with any law enforcement agencies.

DADCA may revise this Agreement at any time. You must accept this Agreement each time you use the Service and it is your responsibility to review it for any changes each time.

We reserve the right at all times to withdraw the Service, change the specifications or manner of use of the Service, to change access codes, usernames, passwords or other security information necessary to access the service.

IF YOU DO NOT AGREE WITH THESE TERMS, INCLUDING CHANGES THERETO, DO NOT ACCESS OR USE THE SERVICE.

1. Disclaimer

You acknowledge

that the Service may not be uninterrupted or error-free;

that your device may be exposed to viruses or other harmful applications through the Service;

that DADCA does not guarantee the security of the Service and that unauthorized third parties may access your computer or files or otherwise monitor your connection;

that DADCA's ability to provide the Service without charge is based on the limited warranty, disclaimer and limitation of liability specified in this Section and it would require a substantial charge if any of these provisions were unenforceable;

that DADCA can at any point block access to Internet Services that they deem violate the acceptable terms of use outlined in 2.1.

The service and any products or services provided on or in connection with the service are provided on an as is, as available basis without warranties of any kind. All warranties, conditions, representations, indemnities and

guarantees with respect to the content or service and the operation, capacity, speed, functionality, qualifications, or capabilities of the services, goods or personnel resources provided hereunder, whether express or implied, arising by law, custom, prior oral or written statements by DADCA, or otherwise (including, but not limited to any warranty of satisfactory quality, merchantability, fitness for particular purpose, title and non-infringement) are hereby overridden, excluded and disclaimed.

2. Acceptable Use of the Service

2.1 You must not use the Service to access Internet Services, or send or receive e-mails, which:

2.1.1 are defamatory, threatening, intimidating or which could be classed as harassment;

2.1.2 contain obscene, profane or abusive language or material;

2.1.3 contain pornographic material (that is text, pictures, films, video clips of a sexually explicit or arousing nature);

2.1.4 contain offensive or derogatory images regarding sex, race, religion, colour, origin, age, physical or mental disability, medical condition or sexual orientation;

2.1.5 contain material which infringe third party's rights (including intellectual property rights);