

POLICY

Acceptable Use of Computers Policy

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1. Purpose

The purpose of this policy is to:

- ensure the appropriate and lawful use of the Trentham Neighbourhood Centre (TNC) computing and connected electronic assets; and
- prevent neglect of or damage to the TNC computing assets.

2. Policy Statement

The TNC reserves the right to deny access to individuals who, in the judgement of the Manager, have breached the requirements below. Individuals who have been denied access may appeal the decision in accordance with the TNC's Complaints and Grievances Policy.

2.1 Requirements for Computer Users

- Users shall register on the required form and pay course, usage, and/or materials fees as determined by the Manager.
- Users should be aware that, consistent with relevant legislation and TNC's Privacy policy, software may be used to monitor individual usage of computers to ensure computers are used acceptably.
- Users shall observe relevant copyright and intellectual property laws, including laws relating to the downloading of games, music, software etc.
- The computers shall not be used for gaming unless by prior agreement with the Manager.
- Users are requested to report faults or damage to the Manager in the required form.

- Children may not use the computers unless by prior arrangement with the Manager. Children should be under the supervision of a Registered User at all times in the Computer Room.
- Food and drink may not be taken into the Computer Room. The TNC, including the Computer Room, is a non-smoking environment.
- The computers shall not be used for the accessing, downloading, or production of:
 - pornographic data and images;
 - data and images which could be the subject of criminal or legal action – for example, material defaming individuals, vilifying religions or races, or used to manufacture illegal substances or objects

3. Scope

This policy covers all TNC computing assets as well as related software and other connected electronic devices such as printers or copiers, irrespective of whether they are used for training or administrative purposes.

4. Related Policies:

- TNC:
 - TNC Complaints and Grievances policy
 - TNC Code of Conduct
 - TNC Privacy Policy

- Government
 - Crimes Amendment (Sexual Offences and Other Matters) Act 2014
 - Defamation Act 2005 (Vic)
 - Race and Religious Tolerance Act 2001
 - Victorian legislation concerning computer programmes used to manufacture illegal substances or objects
 - Victorian and Australian Copyright law
 - Privacy and Data Protection Act 2014 (Vic)
 - Victorian Intellectual Property Policy Intent and Principles