

# Keyworth & District U3A

## Information Technology Equipment, Software and Communications

### Purpose:

The object of this document is to provide a clear policy regarding the use and security of Keyworth & District U3A (K&D U3A) owned Information Technology Equipment and Software including use of the Internet and E- mail.

### Scope:

This policy applies to all members of the K&D U3A who use the equipment available i.e. Laptops, Projection Equipment, Printers and other associated equipment.

### 1.0 Principles

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

#### **N.B. Equipment is not available for member's personal use other than in the meetings of the Computer Group.**

Committee Members/Group Leaders are responsible for completing the Equipment Movement Sheet, which is kept in the storage cupboard, when Equipment is used off the Storage Site.

Due to the risk of viruses, any hardware or software not purchased or approved by the K&D U3A must not be used with or on any of the equipment. Users must not make illegal copies or delete software installed on equipment or use their own security software, such as encryption, or virus scanning program.

Inappropriate use of the Internet or E-mail is not allowed.

### 2.0 Storage and Insurance

The equipment is securely stored at the Keyworth Methodist Church.

When used in the Church facilities, it is the responsibility of the appropriate Committee member/Group Leader to ensure the equipment is returned to storage after use and the premises are left in the same condition as found.

Equipment removed from storage for use elsewhere 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 unattended vehicles.

Insurance cover is in place for the equipment stored including home storage, transport in vehicles and the authorised use of equipment on third party premises.

### 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.

K&D U3A are responsible for the initial and annual electrical checks of all equipment.

K&D U3A are responsible for allocating asset numbers, maintaining an IT Asset Register and identification/security tagging of the equipment. The Treasurer shall be custodian of the Register.

K&D U3A are responsible for periodic software audits.