

# **Manchester Women's Electronic Village Hall**

## **Acceptable Use of the Internet Policy**

To be displayed in all training rooms & to be used during induction.

These guidelines are for all those (staff, learners, business unit occupiers, and volunteers) who use WEVH equipment or broadband Internet access either at Ada House or in the community in order to access the World Wide Web. For further information please contact a member of staff.

1. All users of the Internet must understand the basic conventions and navigation techniques before going on line and accessing web pages without support.
2. The WEVH keeps a log of which sites you have visited.
3. WEVH users are asked to act responsibly whilst using the Internet and not to download information which may be offensive to other members. This could include pornographic, racist, sexist or homophobic material. If you have a particular reason for wanting to access such material, please gain the permission of a member of staff in advance.
4. Possession of certain types of unsuitable material can lead to prosecution by the police.
5. Do not use information found on the Internet as though it is your own work – this contravenes copyright rules.
6. Download information to personal floppy disks rather than to the machine's hard drive or server (unless advised otherwise by a tutor or network officer).
7. WEVH staff on occasion may need to check personal discs being used in WEVH machines to protect against virus attack. It is the responsibility of users to alert a member of staff if a virus warning is received or if there are other technical problems.
8. Those who do not act within the spirit of the Acceptable Use Policy may be prevented from continuing to use WEVH facilities.

***WEVH Management Committee  
March 2001 (updated June 2003)***