



Volunteer IT & Internet Policy



Supported by
The National Lottery[®]
through the Heritage Lottery Fund



1. Statement of policy

Belfast Hills Partnership (BHP) recognises there may be the occasional need for its volunteers to have access to the BHP computers in order to successfully complete their role. It is therefore important that volunteers are aware of IT security for both volunteer personal safety and the safety of BHP staff, computer equipment and data. A detailed 'Information & Computer Technology Acceptable Usage Policy' (ICT Policy) followed by BHP staff is kept in the office and can be made available at the request of volunteers. The full ICT Policy applies to all people using BHP computers.

The main points are listed below and volunteers should have due regard to this advice:

2. Implementation

Volunteers must seek permission from a member of staff before using BHP's ICT facilities.

- **Virus Control** – the deliberate introduction of malicious software to a system is a criminal offence under the Computer Misuse Act 1990.
 - No files should be loaded on to any system from CD or USB unless they have first been virus checked by IT Services.
- **Protection of Hardware from Accidental Damage** – care should be exercised when eating or drinking near IT equipment. Eating and drinking is not permitted near the server.
 - All personal computers and printers should be switched off when not in use for extended periods, such as overnight or during weekends, except for the server.
- **Protection of Data** – data should not be held locally on PCs, as this is not included in the automatic backup of the network servers. Data should be saved to files on the servers.
 - Volunteers must not alter any data on the server without first consulting a member of BHP staff.
- **Special Considerations for the use of Portable Computers** – all previous policy statements also apply to portable computers, as by their nature portable computers are the most vulnerable to theft or loss.
 - Portable computers should not be left unattended i.e. in a car, office or even at home.
- **Fault/incident reporting** - The primary purpose of reporting faults/incidents is to help prevent further problems, not to attach blame. All faults/incidents on ICT

Equipment must be reported to the Administrator immediately upon discovering the fault. The Administrator will contact ICT Support in due course.

- **Using the Internet** – when visiting an Internet site you should be aware that your identity (*which is linked to BHP's*) may be logged. Therefore, any activity engaged in, undertaking given or transaction made may impact on BHP, or have serious implications on you.

Please be aware of the following conventions:

- Always ensure that BHP is neither embarrassed nor liable in any way by your use of the Internet.
- You **must not download** any software or executable files (executable files have either a .COM or .EXE extension and are called COM files and EXE files, respectively) onto any BHP computer/laptop/hardware unless you have obtained prior permission from the Administrative Officer.
- It is good practice that all non-business related sites (*i.e. sports, news etc*) are accessed during your 'own time'. A volunteer's own time would be defined as time when they are not volunteering (*i.e. not during a volunteer task or on a lunch or sanctioned break*). Users may access these non-business related sites, but are personally responsible for what they view.
- It is prohibited to use the internet or BHP email to carry out activities for personal gain (*gambling, share dealing etc*).
- Obscenities/Pornography: Do not write it, publish it, look for it, bookmark it, access it or download it. Immediately delete any unsolicited mail and contact the Administrative Officer/ Project manager if the problem occurs regularly.

Volunteers may refer to the 'Information & Computer Technology Acceptable Usage Policy', stored in the BHP office, for further details if they wish.

Reviewed by: __Lisa Critchley (Volunteer Officer)__ Date: __21/07/2015__

Approved by: __BHP Board__ Date: __26/11/2015__

Next review date: __Dec 2018__

