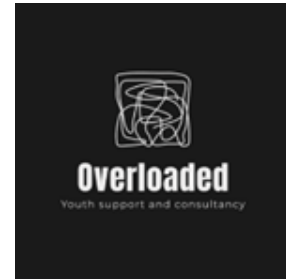


# Overloaded Ltd's IT Policy



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Overloaded Computer Usage Policy will outline the protocols regarding the use of information technology equipment owned by Overloaded Ltd ("Overloaded"). This policy intends to allow overloaded to manage and oversee the usage of its computers, printers, and internet access and maintain the safety and security of its network and confidential files.

## Scope

This Policy applies to the staff, young people, volunteers and visitors of Overloaded who wish to use the computers or other IT equipment inside and owned by Overloaded.

## Policy Statement

### Rules and Regulations

- Students and staff must log in to the accounts given to them with the given passwords. Visitors will be provided a guest log in to use.
- Only use computers assigned by the Administrator / Member of staff currently with them. Equipment cannot be used unless permitted by the Administrator / Member of staff currently with them.
- Refrain from swapping or exchanging equipment, such as mice, keyboards, and monitors.

- Report all equipment issues and faults to the Administrator immediately.

### **Password and Access**

- Users must not take action to gain or attempt to gain another users password or personal information illegally.
- Users must keep their passwords private and immediately change their password at any suspicion that someone else knows their password.

### **Printing**

- Users must use the printers for the purpose of printing Overloaded-related materials only.
- Users must dispose of unwanted printouts in the recycling area.

### **Internet Use**

Overloaded internet network must only be used for the following purposes:

- Electronic Mail
- Electronic Publishing
- Collaborative Work
- Session projects, assignments, and research.

### **Prohibitions and Limitations**

- Accessing inappropriate and restricted materials on the internet.
- Submitting, posting, publishing, forwarding, downloading, scanning, or displaying defamatory, abusive, obscene, vulgar, sexually explicit, and illegal materials.
- Using Overloaded's computers for and illegal activity or that violates other policies, procedures, and rules.
- Violating copyrights by downloading or copying copyrighted materials without the original owner's permission.
- Plagiarizing original content and passing it as their own.
- Using the provision's computers, networks, and internet services for non-school-related purposes.
- Misuse of passwords and unauthorized access to other's accounts.