

Public Use ICT Equipment

Acceptable Use Terms and Conditions

1. Reasons for Terms and Conditions

All Citizens Advice Telford & the Wrekin (CAT&W) information communication technology (ICT) facilities and information resources remain the property of CAT&W and not of individuals. By using our public-use PC, you agree that you will follow these terms and conditions to ensure that ICT facilities are used:

- Legally
- Securely
- In accordance with information assurance standards
- Without undermining CAT&W
- In a spirit of co-operation, trust, and consideration for others

2. Copyright

Take care to use software legally in accordance with both the letter and spirit of relevant licensing and copyright agreements. Copying software for use outside these agreements is illegal and may result in criminal charges. Be aware of copyright law when using content you have found on other organisations' websites. The law is the same as it is for printed materials.

3. Security

Do not attempt to gain unauthorised access to information or facilities. The Computer Misuse Act 1990 makes it a criminal offence to obtain unauthorised access to any computer (including workstations and PCs) or to modify its contents. Do not share any personal passwords with staff members or other members of the public.

4. Obscenities/Pornography

Do not write it, publish it, look for it, bookmark it, access it, or download it on any CAT&W equipment.

5. Personal Data

Do not store any personal data on any public-use ICT equipment owned by CAT&W. Please ensure that after using any public-use ICT equipment, you log out of any accounts you may have signed into and delete any files you may have created or downloaded during your session. Ensure that you log out after each session. Any personal data will be erased by CAT&W if you do not remove it yourself.

6. Internet Use

All internet use must:

- Comply with current legislation
- Not create unnecessary risk to the company by misuse