Richmond Centre for Disability

GENERAL INTERNET USAGE POLICY

Guidelines for Acceptable Use of Internet Public Sites

The Internet is an "open" environment. Information transmitted by the Internet or stored servers accessible by the Internet may be insecure and may be logged or viewed by non-intended audiences. Activities on the Internet can be traced to the address from which it originates. Therefore the RCD wants to set appropriate standards for access to the Internet via the RCD facilities, and this policy is applicable to all RCD participants, volunteers and users of the community access computers.

Definitions

User: all persons authorized to access the Internet via the RCD service provider including participants, volunteers and community access computer users.

Internet: the global interconnection of data networks or bulletin board systems that commonly use (but are not limited to) the Internet Protocol.

Sensitive Information: personal, confidential or protected information whose release is unauthorized.

Offensive Material: includes, but is not limited to, pornography, hate literature or any material which contravenes the BC Human Rights Act.

Policies

Access to the Internet is provided to users to assist in their work or project.

1. Using the community access computers and/or the Internet for illegal, inappropriate, or obscene purposes, or in support of such activities, is prohibited.

2. The community access computer station is a shared resource, and must be used in moderation and in accordance with the guidelines. Please be aware that there are other users who also want to access the Internet.

3. Users may not upload and download software, from/to the Internet/computer hard drive.

4. No Bookmarks are to be kept on the hard drive. The Internet environment will be returned to default on a regular basis.

5. Disc storage space is limited, so users should store information on their own media (diskette or flash drive).

6. Sensitive information must not be transmitted via or exposed to Internet access.

7. Chat room and Internet Relay Chat channels, such as MS Messenger, are not allowed at the community access computers.

8. Inappropriate use of the RCD computer centre Internet access site includes, but is not limited to, the following:

    - Transmitting any materials in violation of Canadian laws;
    - Duplicating, storing, or transmitting pornographic materials
    - Duplicating, storing, or transmitting copyrighted materials that violate copyright law
    - Transmitting or posting threatening, abusive, or obscene materials
    - Using abusive, vulgar, profane, obscene, or other inappropriate language
    - Participating in "pyramid schemes"
    - Abuse of services e.g. exceeding hours of service as established by the RCD, failure to respect the guidelines of using the computer stations

Responsibilities

Users are responsible for ensuring that their use of Internet access is appropriate and consistent with ethical conduct under this policy.

The RCD makes no guarantees about the service it is providing through the community access computers. The RCD will not be responsible for any damages incurred, such as loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by its own negligence or your errors or omissions. Use of any information obtained via the Internet is at the user's risk. The RCD denies any responsibility for the accuracy or quality of information obtained through the Internet.

The RCD management will co-operate fully with any local, provincial or federal officials in any investigation concerning or relating to any e-mail transmitted on the RCD facilities. The system administrator reserves the right to suspend or terminate a user's access to and use of computers upon any breach of the RCD Acceptable Use Policy by the user.

Vandalism will result in cancellation of community access privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, other networks or the RCD system that are connected to the Internet. This includes, but is not limited to, unloading or creating computer viruses.

The RCD Acceptable Use Policy shall be interpreted, construed and enforced in all respects in accordance with the laws of the Province of British Columbia.

The RCD management is the final authority on the use of RCD network, systems, and services, as well as the issuing of RCD access privileges.