



These are the rules for using the PC (computer) and internet at Pyramid of Arts:

- It can only be used for activity related to Pyramid of Arts
- You must ask the Core Worker for permission before using the PC
- Everyone must work in pairs when using the PC
- You must not download or install any software on the PC without prior permission from the Operations Coordinator or Director
- Documents and photos related to your project can be stored on the PC for the duration of the project only. Afterwards, please send anything that needs to be kept to the group's coordinator and delete all files from the PC
- Make sure you log-out of any websites you have visited
- Any data composed / transmitted or received on Pyramid's PC is considered to belong to Pyramid of Arts and is therefore subject to monitoring and disclosure for legal reasons
- Misuse of the PC may result in disciplinary action. Misuse may include but is not limited to
 - Visiting illegal websites or any adult-only websites
 - Sending or posting offensive or threatening messages / images
 - Downloading or using copyrighted material (e.g. music, photos)
 - Sending or posting information which is defamatory to Pyramid