



These are the rules for using computers, laptops, tablets and the internet at Pyramid of Arts:

- **They must only be used for activity related to Pyramid of Arts**
- You must ask the Core Worker for permission before using them
- Everyone must work in pairs when using them
- You must not download or install any software without prior permission from the Operations Manager or Director
- Documents and photos related to your project can be stored on the laptops/tablets for the duration of the project only. Afterwards, please send anything that needs to be kept to the Administrator and delete all files from the laptop/tablet.
- Make sure you log-out of any websites you have visited
- Any data created, transmitted or received on a computer, laptop or tablet belonging to Pyramid is considered to belong to Pyramid and is therefore subject to monitoring and disclosure for legal reasons
- Misuse 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

Using Pyramid's WiFi on a personal device:

- Our WiFi is password protected but can be accessed by workers and members using personal devices (e.g. mobile phone). If you use our WiFi on a personal device:
 - The rules above about 'misuse' still apply
 - You are personally liable for what you do online and must act responsibly
 - Make sure you follow the Pyramid Code of Conduct and any group guidelines (e.g. not using your device during sessions)
 - Do not share the WiFi password with anyone who is not a Pyramid worker/member