

## Computer use

<b>Category:</b>	Administration	<b>Version:</b>	1
<b>Date of Issue:</b>	01-11-08	<b>Contact:</b>	Administration Officer

### Purpose

To provide guidance on the use of office computers and laptops.

### Policy

1. Northey Street City Farm has five computers. Four are reserved for office workers and/or authorised activity coordinators. One computer is reserved for members and students to use for Farm study or personal reasons.
2. The Farm provides licensing for Microsoft Office applications as well as Internet connection. Printing is available by negotiation with administration workers.

### Procedures

1. Computer use, and in particular the Internet, is allowed on a trust basis. It is presumed that people will only access appropriate sites and deal with appropriate content. Please use your common sense when deciding what is appropriate behaviour.
2. Access to database and Farm emails is restricted to administration staff and approved personnel.
3. Files created can be saved in the S:// Drive network, but saving onto your own disk or USB drive is preferable. When saving files, please include your name in the file name. This is helpful for the office staff when annual computer file clean-ups are conducted.
4. Please place a tracking footer on each document for easy retrieval. This can be applied to MSWord documents by clicking on the <View> toolbar, then <HeaderFooter> <Insert Auto Text> <Filename and Path>.
5. In the case of inappropriate computer use or abuse of The Farm facilities, a verbal warning and re-clarification of appropriate use will be given. If the issue persists, the Operations Team may withdraw the privileges of computer and Internet use.
6. Individuals can bring their own laptops for Farm use, with access to The Farm files through a USB drive by negotiation with the office workers. Wireless access to the Web, or to The Farm server is limited to high needs cases only, and then only after express permission from the office staff.

