




RANGOLI RADIO

SERVING
THE
HINDU
COMMUNITY

Document Title	Rangoli Radio Acceptable Use Policy
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Director's signatures	

All IT equipment at Rangoli Radio is the property of Radio Rangoli CIC (the "Station") and all members of staff including volunteers are required to read and sign this agreement before they can use the computers. Any breaches of this policy will be reported to management and dealt with appropriately. The Station may exercise its right to monitor the use of the computer systems.

Responsible Computer Use Like all other equipment provided by the Station the computers should be treated properly. These rules apply to all users of the computers :

- I will not change or delete other people's files, whether in their folders or on google drive.
- I will use the computers for Station related work only.
- I will not cause damage to or interfere with any of the IT equipment .
- I will not try to access obscene, pornographic, racist, offensive or illegal material.
- I will not enter public or private chat rooms.
- If I am writing an email from a Station email address, I will not write anything that could misrepresent the Station or cause offence/harm to the recipient.
- I will not attempt to access my personal emails on the station's network, as I understand this increases the risk of malware and viruses.
- I will not compromise the security of IT systems in any way.
- I will not introduce any form of computer virus into the network.
- I will not install any software on the computers.
- I will not undertake deliberate activities that waste staff effort or networked resources.
- I will be economical with printing .
- I will leave equipment set up ready for the next person to use.
- I understand that copyright and intellectual property rights must be respected, including the Station's broadcasts and logo.

- I understand that once a file has entered the station's file system, Community Radio Swindon own the rights to that file.
- I will not expect other people to do my work (i.e. editing) without prior agreement.
- I will not take the play-out system out of automation ("Off-air"), unless instructed to do so by the Station Technical Team.

Only members of the Station Technical Team have the right to perform maintenance work or install any software on the computers systems. If you believe that any software should be installed on the computers, you should consult the Technical Team. Any issues should be reported immediately to the Station so that the issue can be resolved properly, email: info@rangoliradio.com.

Name:

Signed:

Date: