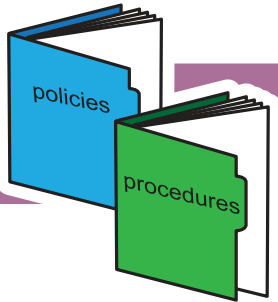


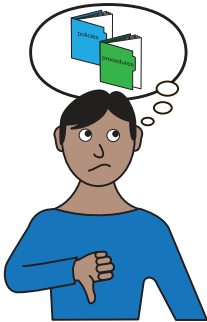


policies and procedures

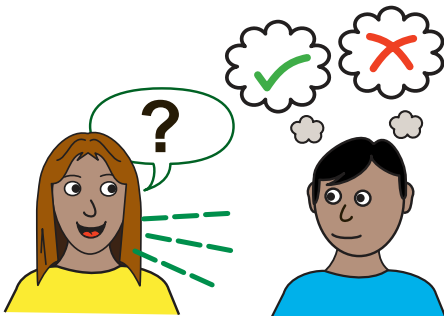


Our 'policies and procedures' are the rules about how we do things at Pyramid.

Following our policies and procedures helps to keep everybody safe.

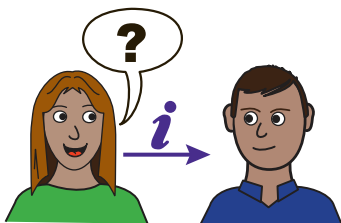


The policies and procedures also tell us what to do if something goes wrong.

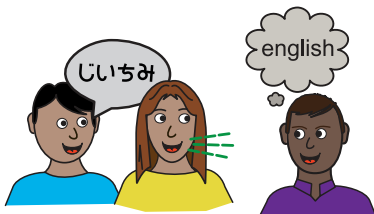


It is important that everybody at Pyramid can access and understand our policies and procedures.

The office team can help with this.



Please contact us if you would like support to read or understand this policy.



We can meet with you to talk about it. Or we can provide information in different format / language to suit your needs.



phone: **0113 234 6040**
text: **07531 215 999**
email: **info@pyramid.org.uk**



PYRAMID

Digital Devices and Internet Usage Policy

These are the rules for using computers, laptops, tablets (“devices”) and the internet at Pyramid.

- They must only be used for activity related to Pyramid
- You must ask the Core Worker for permission before using them
- You must not download or install any software without prior permission from the Operations Manager or Director
- You must delete project files / photos from all devices when your project has finished. Send anything you want to keep to the Administrator.
- Make sure you log-out of any websites you have visited

Anything you create, send or receive on a Pyramid device is NOT private. The law says it belongs to Pyramid and that Pyramid is responsible for it.

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:

- 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

If you use a Pyramid device or Pyramid WiFi **you must not**

- Visit illegal websites or any adult-only websites
- Send or post offensive or threatening messages / images
- Download or use copyrighted material (e.g. music or photos that belong to someone else)
- Send or post information which is damaging to Pyramid’s reputation