



For better
mental health

Richmond Borough Mind

Internet & Email Facilities - Rules for Service Users

Richmond Borough Mind (RB Mind) Mind recognises that the World Wide Web (www) can be a valuable research and communication tool and that access to the internet and email facilities can be empowering to service users and the organisation alike.

As the internet connection is property belonging to RB Mind, any misuse can cause serious problems and may involve legal claims against the organisation. RB Mind therefore reserves the right to inspect and monitor any software and electronic records and issues the rules for use below.

The rules apply to all service users who use the internet and email facilities provided by RB Mind. It is the Service User's responsibility to be familiar with these rules and to clarify any outstanding questions prior to use of the facilities. Infringements of these rules will result in the termination of access privileges and severe breaches of this policy may lead to suspension from accessing RB Mind's services.

Responsible use of the www internet and email facilities @ RB Mind

You Can:

- Check your emails
- Use Messenger
- Surf appropriate web sites
- Download appropriate files

You Must Not:

- Conduct any unlawful activities
- Exchange information that is sensitive or subject to possible or actual litigation
- Transmit or store documents such as electronic mail messages or attachments that contain racist, homophobic, sexist, graphically violent, religiously inflammatory and blasphemous, scandalous and defamatory, illegal or otherwise inappropriate material.



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- ❑ Conduct personal political activities, other than those initiated by RB Mind
- ❑ Make personal gains or engage in commercial activities
- ❑ Make any official commitments on behalf of RB Mind (e.g. ordering purchases) unless authorised by a Manager of RB Mind
- ❑ Install, copy and remove software and hardware that have not been approved by a Manager of RB Mind
- ❑ Engage in any activities that constitute a frivolous use of the organisation's resources (e.g. colour printing unnecessarily)

You must also:

- ❑ Respect copyright laws, licensing agreements and to be aware of plagiarism
- ❑ Abide by any Government security laws and regulations
- ❑ Adhere to the Data Protection Act, 1998
- ❑ Ensure confidentiality and security
- ❑ Avoid chain letters, betting, and gambling
- ❑ Abstain from any activity that can be regarded as nuisance, harassment, discriminatory, derogatory, obscene, and abusive etc.

If you have any queries about these rules please speak to a member of staff
or Dave Dewan - RB Mind IT Volunteer