IT Security, Acceptable Use and Social Media Rules for IT equipment on Loan form Lead Scotland

This document sets out the rules for using IT equipment on loan from Lead Scotland. The rules are about behaving in an acceptable way, staying safe and secure online.

Our Coordinators and volunteers can explain these rules.

Staying safe and secure online

- **Use strong passwords**: Use 3 random words to make a strong and unusual passwords. Add some numbers and symbols for example: 4FlowerBookBlue!
- **Unique email password:** Your email password should be strong and different to all your other passwords.
- **Updates** for our devices must be set to automatic.
- **Turn off or lock your device** when you are not using it
- **Turn on two-factor authentication (2FA)**. 2FA as an extra security step to prove you who you are.

Safe online behaviours:

Here are some key behaviours to help you stay safe online:

- **Set Appropriate Privacy Levels:** Assume that anything you do or say can be seen by anyone, now or when they are deleted, regardless of privacy settings. You are responsible for setting and reviewing appropriate privacy settings within your accounts.
- **Hold Appropriate Boundaries:** All Lead Scotland boundaries and policy responsibilities still apply when online. Our staff and volunteers will only communicate or respond within their usual working hours.
- **Only Share Content with Consent:** Content such as pictures shared from Lead Scotland's devices should be in line with our aims and ethos and should not in any way offend, abuse, degrade or disclose confidential details.

Unacceptable Internet Use Behaviours

1. Using the internet for any illegal purpose.

2. Accessing, distributing, disseminating, or storing images, text or materials that might be considered indecent, pornographic, obscene, or illegal.
3. Forwarding confidential information to external locations.
4. Giving your password(s) to other users.
5. Sending or displaying offensive or abusive messages or pictures.
6. Discriminatory, offensive or abusive usage or behaviour that might be considered as harassment.
7. Broadcasting anything which would reflect badly or could cause reputational damage.
8. Discrimination, harassment, insults, usage that might be deemed offensive or a personal attack on other users or on Lead Scotland.
9. Using others' passwords.
10. Using Lead Scotland computers for commercial purposes.
11. Transmitting unsolicited commercial or advertising material.
12. Introducing any form of computer virus or malware into corporate devices

Monitoring This Policy

Users who do not follow this policy may be subject to any and all of the following sanctions:

1. Device will need to be returned immediately
2. You may be asked to leave the project
3. Police must be informed if illegal use is suspected.