Rules if you borrow IT equipment from Lead Scotland

What is this document about?

This document sets out the rules for borrowing and using **IT equipment** from Lead Scotland.

IT equipment means things like a laptop, ipad or tablet or it can be a loan of assistive technology.

In this case**, assistive technology** is equipment that support people to use computers or to go online.

It can include things like screen readers and large print keyboards.

These rules are about behaving in an acceptable way and staying safe online.

Our coordinators and volunteers can explain these rules.

How to stay safe and secure online

- use strong passwords

Use 3 random words to make strong and unusual passwords.

Add some numbers and symbols - for example: 4FlowerBookBlue!

Do not use this example as your password.

- make sure your email password is strong and different to all your other passwords

- updates for our devices must be set to automatic

This means the device will install any updates as soon as they are available.

You can check if this is happening on your device by going to the 'Settings' section of your device.

A Lead Learning Coordinator or Volunteer will help you with this.

- turn off or lock your device when you are not using it

- turn on two-factor authentication (**2FA**).

2FA is an extra security step to prove who you are.

The first part is usually a password.

The second part is usually:

- o a text or email with a code

- o using your fingerprint or showing your face to the camera on your device

- make sure you have suitable privacy levels in place

Assume that anything you do or say online can be seen by anyone, even if it has been deleted, whatever your privacy settings are.

You are responsible for setting and checking privacy settings on your accounts.

- follow our rules

All Lead Scotland rules and policies still apply when you are online.

Our staff and volunteers will only communicate or reply when it is their usual working hours.

- make sure someone has agreed that you can share their information before you share it

- information shared from Lead Scotland's devices should be in line with what we believe in and how we work

It must not:

- be something that people would be shocked or upset by

- hurt people or treat them badly

- give away information that should be kept private

Do not do these things if you are using the internet

- you must not do anything that is illegal – against the law

- you must not:
  - look for
  - send or show to other people
  - or store

images, words or materials that are:

- **indecent** or **obscene** – this means something disgusting that would upset or shock people

- **pornographic** – this means showing sexual images or words

- **discriminatory** – this means something that does not treat people fairly

- **abusive** – this means something that is cruel or it insults people

You must not do things online that attack other people or Lead Scotland.

You must follow the **copyright** of any information you use.

Copyright protects writing and images so they cannot be used in an illegal way or without permission.

If something is copyrighted it will have this symbol next to it – a letter 'c' surrounded by a circle.

You must not send **confidential information** to anyone.

Confidential information means it must be kept private.

You must not give any of your passwords to other people.

You must not use other people's passwords.

You must not **harass** anyone online.

Harass means to annoy, attack or pressure someone.

You must not put anything online that would make you or LEAD look bad.

You must not use Lead Scotland computers for **commercial purposes**:

This means:

- to buy or sell things
- to send people information about buying things
- to advertise products

You must not put a computer virus or **malware** into LEAD devices.

Malware is software that can infect your computer.

Malware can:

- o damage or steal your data
- o use your computer to attack other computers
- o spy on you

Software is the instructions and information that tell a computer how to work.

What happens if you do not follow this policy

If you do not follow this policy:

- you may have to give the LEAD device back straightaway

- you may be asked to leave the project

- we will tell the police if we think you are using the device to do things that are illegal

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