

[Borrower No: _____]

Acceptable Usage Policy

This Acceptable Usage Policy is designed to help protect all users and the Council from irresponsible behaviour, abusive or illegal activities. This policy has been created to assist everyone and clarify what is deemed acceptable usage of all Salford Council ICT equipment and networks.

It is important that the maintenance of the security of the systems is fully understood for the maximum benefits of the use of the technology to be obtained.

The device is provided to the learner as a courtesy to allow them to improve their digital skills at home. Salford Council reserves the right to disconnect any user at any time and for any reason. Individuals should take every care to ensure the equipment is kept secure and well looked after.

Salford Council takes no responsibility and assumes no liability for any content uploaded, shared, transmitted, or downloaded by you or any third party, or for anything you may encounter or any data that may be lost or compromised while using the device. By using the device, you agree to defend, indemnify, and hold harmless Salford Council for any losses or damages that may result from your use.

Inappropriate use of the device is not permitted. This policy does not mention all possible inappropriate uses but rather presents some guidelines (listed below) that Salford Council may use at any time to determine that a particular use is inappropriate:

- Use of the device for malicious, fraudulent, or misrepresentative purposes is prohibited.
- Nothing may be installed or used that modifies, disrupts, or interferes in any way with service for any user, host, or network.

This piece of equipment is the property of Salford Council; however, it is your responsibility to ensure that the equipment is not misused. The Council does not insure computer equipment, and it will be the responsibility of the individual to finance the replacement of all lost or damaged equipment.

Any damage or loss of equipment is to be reported immediately either in person at Pendleton Library or by contacting the Employment Hub Advisor.

The Council is responsible for ensuring proper use of all computer equipment, and therefore all data stored on Council equipment is the property of the Council. Individuals should be aware that all data accessed while using a device provided by Salford Council can be monitored and accessed.

I have read and understood the Acceptable Usage Policy:

Print name: _____

Signature: _____

Date: _____

Chromebook number: _____