Penshurst West FC

Committee Computer Policy

The information and data stored on computer systems belonging to Penshurst West FC constitute an invaluable asset, especially when player registration (CompMan database) and financial data is resident. The purpose of this document is to articulate the policy of the Penshurst West FC Committee in protecting its computerised assets.

This policy will outline the conditions under which access to computerised resources is granted. No computer account will be enabled, nor access to a Personal Computer be granted without a signed statement from the individual that this policy has been read and understood.

This policy has been reviewed and is approved by the Penshurst West FC Executive Committee and applies to all elected and temporary Committee members, or other agents working for the Committee.

General Working Principals

The Penshurst West FC computer systems and related services are provided to users in order that they can carry out their duties in an effective manner, and that they have access to information within and outside the Football Club for PWFC support purposes. Usage of these systems and services are subject to the following principles:

Users may not use PWFC's systems to engage in activities which would destroy the integrity of computer based information.

Care must be taken to secure the portable computers from theft.
They should not be stored in unattended vehicles, or exposed to extreme temperatures.

Users may not use the PWFC's systems to engage in activities which would cause offence to others, or create, host or transmit material which is:
- Offensive or obscene;
- Designed to cause annoyance, inconvenience or needless anxiety to others;
- Defamatory.

Screens should be cleared and logged out when unattended. Where possible, computer sessions should be set to log out automatically after a period of inactivity.

No unknown CD's are to be installed into a computer without being scanned for viruses.

Backups of files on a PC or Laptop should be performed on a regular basis and are the responsibility of the user. Copies of backup's should be held by another Executive Committee member

Passwords and Computer Accounts

Passwords are one of the main ways of protecting data on the computers. They are the means of controlling and accounting for access. Thus the following practices relating to passwords must be followed at all times.

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A computer account will only be granted on receipt of a written authorisation form, signed by a member of the Executive Committee stating that the User has read and understood this policy. It should also detail the expected lifetime of the account.

Passwords must be selected with care - a mixture of letters and numbers, or concatenated words is recommended. Names of family members, friend, pets, phone numbers etc., are easily guessed and should be avoided at all costs.

Passwords must not be written on PC's or keyboards, or stored near the laptop. The current password shall be written in an envelope and handed to the Club Secretary or nominated Committee Executive.

Passwords must **never** be disclosed to another individual. Computer accounts are not to be shared with anyone else. If they need access they should have their own account.
The Club Secretary is responsible for taking appropriate action in the event that users leave. Accounts and/or passwords are to be disabled /modified.

Computer Hardware and Software Procurement
All such equipment must be labelled and entered into the Equipment Inventory List.

Use of software must comply with copyright law, and must not be copied or used in multiple systems unless corporate or site licenses apply. Illegal copying exposes both the Club and the individual to serious legal action.

Printouts / Reports
Printouts containing player or financial data must be disposed of in an appropriate manner. Shredding before disposal is advised.

Games - Screensavers
Installing games on PWFC computers is forbidden. This is all the more important as games are a frequent mechanism by which computer viruses are introduced. Downloading of screensavers is discouraged, as they constitute a source of virus attack.

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I, the undersigned, have read and understood the Penshurst West Computer Usage Policy and will endeavour to meet my responsibilities as described.

_____   _____
Name of Computer User *(please print)*   Signature

_____   _____
PWFC Committee Executive *(please print)*   Signature

_____   _____ /_____ / _____
Computer Resource   Expected Return Date