

Felton Village Hall Policy for the Use of WiFi

Purpose of the Policy

This policy enables the Trustees to provide a free WiFi service for users of the Hall while they are on the premises, while ensuring that there is no illegal or inappropriate activity.

Legal Requirements

Wireless Telegraphy Act 2006
Criminal Justice and Immigration Act 2008

Responsibility for Implementing the Policy

- Trustee with responsibility for maintaining WiFi provision – WiFi Officer
- Leaders of groups using the Hall
- People working in the Hall
- All Trustees

People affected by the Policy

- All who use the WiFi within the Hall
- Others present while WiFi is being used

Monitoring and Review

The WiFi Officer is responsible for monitoring and reviewing the policy supported by the Officer with responsibility for Policies

In order to monitor the policy, the Feedback Officer will, at each Management Committee meeting report any issues with provision or breaches of the guidelines

The review will be presented to the Trustees as a report containing:

- information on any issues with the service
- a summary of user feedback about the service
- any suspected or proven breaches of the guidelines together with action taken

This policy will be reviewed annually. The next review is due in July 2022

This policy was formally adopted on October 20 2022

Signed

Eileen Cameron Chair

Organisation of WiFi Provision

1. The Trustee with responsibility for maintaining the WiFi is the only person who deals with the router.
2. Every effort will be made to maintain WiFi service.
3. The router is kept in a place where it is inaccessible for users of the Hall.
4. The User ID and administration password are displayed on the router and should normally only be used by the trustee with responsibility for maintaining the WiFi provision.
5. The parental control setting is kept switched on to prevent access to unsuitable websites.
6. Firewall settings are used to ensure there is an appropriate level of restriction
7. The public access WiFi password is changed once a month by the trustee with responsibility for maintaining the WiFi provision. If there is a concern that it could have been made available to an unauthorised user, it will be changed again immediately.
8. Regular Users who have signed that they have read this policy and the WiFi guidelines are sent the public access WiFi password each time it is changed.
9. One-off hirers are sent the password on request.

Safe and appropriate use of WiFi

10. Guidelines are issued which explain in detail how the Hall's WiFi may and may not be used. These draw on advice from ACRE. The WiFi Officer is responsible for ensuring they are kept up to date.
11. The person in charge of each activity is responsible for ensuring that it is used in accordance with the guidelines.
12. The guidelines cover legal use of the service, avoiding actions which create problems for the WiFi, keeping passwords confidential and the collection and use of personal data.
13. If a breach of the guidelines is suspected or found to have happened, the Trustees will discuss the matter with the responsible person and may suspend or terminate access to the service for that group.