Computers and Electronic Devices

Many staff have access to computers in and outside the workplace for the use by them and the children in connection with our activities.

Please look after any equipment you are issued. If there is a problem with your device or if it is stolen, please contact hr@paceforall.com. If you did not look after the equipment appropriately you might be asked to pay for the cost of the repair or replacement. When you leave PACE we will ask you to return any devices you were issued.

Use of PACE's devices and networks are based on trust, however if we need to do, we have the right monitor use. PACE files should not be downloaded or accessed on a personal computer. You should not store personal files on a PACE device. Please check with our IT provider, Compucare, before downloading apps or programmes.

You are allowed to use email and the internet as long as it is for your work with PACE. You are not allowed to use a PACE device or internet connection to access, store or distribute content that is illegal, pornographic, supports hate and/or discrimination, violates copyright, or is deemed to be considered offensive, harassment or bullying. You should not use your devices in any way that breaches our Disciplinary Policy or Use of Computers and Devices & Online Safety for Children Policy. This is likely to result in immediate termination (referred to as "summary dismissal").

Related policies and procedures

This document should be read alongside our organisational policies and procedures, including:

- Use of Computers and Devices & Online Safety for Children Policy,
- Safeguarding Policy,
- Disciplinary Policy,
- Bullying and Harassment Policy.