



# community albums

building better communities through music and media

## Information Technology Code of Conduct

There are a number of issues that should be borne in mind regarding the use of Information Technology when used in projects managed by Community Albums. This is to provide protection both to the charity but also to children and young adults who are taking part in the charity's projects.

### Code of Conduct

#### Copyright

- Any software used on the projects should be free from copyright restrictions. Course participants should be aware that work (including photographs) created on projects is the property of Community Albums.
- Should there be any subsequent commercial use made of project material, advice over copyright issues will be given.

#### Appropriate use of internet

- Participants using the internet and social media technologies during Community Albums' projects must be socially responsible. This means treating others with respect.
- All messages should be written carefully and politely.
- Anonymous messages are not to be permitted

#### Safety Issues

- Course participants should take care not to reveal personal information through email, personal publishing or messaging.
- Community Albums' use of the internet will be appropriate to the project being worked on.
- Any accidental instances of online content showing pornography, images of abuse, promoting race hate and opportunity for gambling materials are not acceptable.
- Names and images of children and young people will be used only after permission has been given.

It is envisaged that Community Albums' leaders will formally go through these principles at the start of each project and continue to reinforce them during the duration of each project.

**I, ..... (name),**

**of ..... (partner organisation/project name)**

**have read and understood the IT Code of Conduct.**

**Signed:**

**Date:**

**Signed by CA Project Lead:**

**Date:**