

## ***Best Western Beachcroft Hotel & Restaurant***

### ***Internet – Acceptable Use Policy***

#### **1.0. Introduction:**

This policy applies to all Customers & Staff using the Best Western Beachcroft Hotel (hereinafter referred to as “BWB”) Wi-Fi or fixed Ethernet to access the Internet for purposes not relating to the BWB.

#### **1.1. Purpose:**

BWB provides free access to the Internet for Customers and Staff use whilst they are on the premises. This Acceptable Use Policy is intended to provide guidance on appropriate use of The Hotel & Restaurant Wi-Fi & Ethernet infrastructure. It sets out in broad terms behaviours and usage that are considered inappropriate and that may result in the withdrawal of the service or in extreme cases a report being submitted to the appropriate Authorities.

#### **1.2. Policy & Scope:**

This Acceptable Use Policy covers the use of any device capable of being connected to the BWB infrastructure or devices that we may provide from time to time for Customer or Client use that are pre-connected to the infrastructure.

We appreciate that all Customers & Clients, particularly when residing in the BWB or using our facilities for meetings, value good quality internet access, whether for work or leisure purposes. This Policy also seeks to limit the rare occasions when the system is misused, to ensure that the majority can enjoy an acceptable level of service.

## **2. Unacceptable Use:**

A. The BWB Network may not be used directly or indirectly by a User for the download, creation, manipulation, transmission or storage of:

- Any offensive, obscene or indecent images, data or other material, or any data capable of being resolved into obscene or indecent images or material.
- Unlawful material, or material that is defamatory, threatening, discriminatory, extremist or which has the potential to radicalise themselves or others.
- Unsolicited “nuisance” emails.
- Material which is subsequently used to facilitate harassment, bullying and / or victimisation of a Third Party.
- Material which promotes discrimination on the basis of race, gender, religion or belief, disability, age or sexual orientation.
- Material with the intent to defraud or which is likely to deceive a Third Party.
- Material which advocates or promotes any unlawful act.
- Material that infringes the intellectual property rights or privacy rights of a third party, or that is in breach of a legal duty owed to another party.
- Material that brings the BWB into disrepute.

B. The BWB Network must not be deliberately used by a User for activities having, or likely to have, any of the following characteristics:

- Corrupting, altering or destroying another User’s data without their consent.
- Disrupting the work of other Users or the correct functioning of the BWB Network.
- Denying access to the BWB Network and its services to other users.

- Attempted access to any other device on the network including, routers, controllers, WAPs, switches, computers, printers or another User's device(s).

C. Users shall not:

- Introduce data-interception, password-detecting or similar software or devices to the BWB's Network.
- Seek to gain unauthorised access to restricted areas of the Network.
- Access or try to access data where the user knows or ought to know that they should have no access.
- Carry out any hacking activities.
- Intentionally or recklessly introduce any form of spyware, computer virus or other potentially malicious software onto the Network.
- Use "File" or "Peer to Peer" or "File Sharing" Transfer Sites for the transfer of music, video or any other form of media that evades, or attempts to evade the proper recognition of Intellectual Property, Royalties or other Applicable Fees.

D. Whilst we attempt to make as much bandwidth as possible available to our users a few people using the Network to download large quantities of data will impact on others and may experience the following:

- Bandwidth throttling. (Restrictions on use)
- Temporary suspension of access.

The functions above are controlled by software designed to keep the load on the Network balanced and are therefore automated. If you encounter an issue you should contact Reception who may refer you to our ICT provider.

### 3. Consequences of Breach:

In the event of a breach of this Acceptable Use Policy by any User, BWB may at its sole discretion:

- Restrict or terminate a User's right to use the BWB Network;
- Withdraw, block or remove any material uploaded by that User in contravention of this Policy.
- Where appropriate, disclose information to law enforcement agencies and take any legal action against a User for breach of this Policy, including but not limited to claiming all costs, fees and disbursements (including but not limited to legal fees) connected therewith.
- In addition, where the User is also a member of BWB Staff the organisation may take such action, disciplinary or otherwise as it deems appropriate.

### 4. Children:

Parents are reminded that the Internet connection provided by BWB on the premises is unfiltered and not subject to any form of "Parental Controls" and it is your responsibility to ensure that your Child(ren) "Surf Safely" and access the Internet appropriately.

### 5. General:

If you need any advice on this or our Data Protection policies, please enquire at reception.