

# PCC of St Johns Kenilworth

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## ACCEPTABLE USE POLICY – INFORMATION & COMMUNICATION TECHNOLOGIES (ICT)

### Introduction

This policy document explains the guidelines on the permitted use of ICT facilities and what action may be taken if this policy is breached. This policy applies to you if you use any **computers, phones, laptops or other computing devices for your work for St Johns Church, or access any St Johns' email addresses or shared electronic filing systems**. It should be read in conjunction with Church's social media policy.

ICTs include personal computers, laptops, mobile phones and any other electronic devices provided to you for your work.

By using St Johns ICT you are agreeing to the terms of this policy.

Depending on your job you may have access to:

- the Internet and our email system, well as external email;
- mobile phones

### Responsible persons

The Church Wardens shall act as ICT officers and will supervise the issuance of passwords for access to church ICT resources.

### Personal use of the internet and private telephone calls

You will be able to access the Internet for personal use at no charge, and reasonable private telephone calls may be made using St Johns' phones. Where this is by use of a mobile phone any private use should not exceed the inclusive amounts

Personal use is authorised at the discretion of the PCC and must not interfere with your ability to do your job, nor should it bring disrepute to the Church.

### Inappropriate use, including the following, is not permitted:

- Sharing of St John's ICT resources with others not authorised to use these resources (such as login details, passwords, access to shared file areas etc.);
- Unauthorised changing of someone else's password or access rights;
- Violations of or infringes on the rights of any other person, including the right to privacy;
- Creating or transmitting defamatory, false, inaccurate or otherwise biased material;
- Using the Church's ICTs to actively engage in displaying, procuring or transmitting material that is in violation of sexual harassment policy or laws, hostile workplace laws or other legal policies;

- Distributing, disseminating or storing images, text or materials that might be considered indecent, pornographic, profane, threatening, racially offensive, abusive, obscene, terrorist or illegal;
- Any communication that encourages the use of controlled substances;
- Any communication that uses the system for the purpose of criminal intent;
- Introducing any form of computer virus onto the network; and
- Illegally copying material protected under copyright law or making that material available to others for copying.
- Accessing Internet sites that contain obscene, hateful or pornographic material;
- Using the Internet to perpetrate any form of fraud, software or music piracy;
- Using the internet to send offensive or harassing material to other users;
- Accessing or downloading copyrighted information in a way that violates copyright;
- Downloading commercial software or any copyrighted materials belonging to third parties, unless this download is covered or permitted under a commercial agreement or other such license and is approved in writing by your line manager;
- Hacking or attempting to hack into unauthorised areas;

You must take care when conducting financial transactions or disclosing personal information when using web sites. It is your responsibility to protect your personal privacy and St Johns will not be held responsible for any financial, personal or emotional loss or distress caused.