



Acceptable Internet Use Policy

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This policy applies to: Students, Guests, Contractors, Visitors and Members of the Public

Approved by: Board of Trustees

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1.0 Introduction and Scope

Use of the internet by staff, voluntary workers, day volunteers, students, holiday guests, contractors, visitors and members of the public at Capernwray is permitted and encouraged where such use supports the mission and values of the ministry. Capernwray therefore has a policy for the use of the internet whereby staff and service users must ensure that they:

- comply with current legislation;
- use the internet in an acceptable way; and
- do not create unnecessary business risk to Capernwray by their misuse of the internet.

Capernwray staff have guidelines for the use of computers, email and social media in the Employee Handbook (section 5.10). What follows is specific guidance for voluntary staff, students, guests, contractors, visitors and members of the public whilst connected to our internet network.

2.0 Unacceptable behaviour

The following is deemed unacceptable use or behaviour:

- visiting internet sites that contain obscene, hateful, pornographic or otherwise illegal material;
- visiting internet sites that promote any form of violent extremism;
- using the computer to perpetrate any form of fraud, or software, film or music piracy;
- using the internet to send offensive or harassing material to other users;
- 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 licence;
- hacking into unauthorised areas;
- publishing defamatory and/or knowingly false material about Capernwray, staff or service users on social networking sites, blogs (online journals) and any online publishing format;
- revealing confidential information about Capernwray in a personal online posting, upload or transmission - including financial information and information relating to our service users, policies, staff and/or internal discussions;
- undertaking deliberate activities that waste staff effort or networked resources; and/or
- introducing any form of malicious software into the Capernwray systems.

3.0 Monitoring

Capernwray accepts that the use of the internet is a valuable ministry tool. However, misuse of this facility can have a negative impact upon staff and service users and on Capernwray's reputation. In addition, all of Capernwray's internet-related resources are provided for ministry purposes. Therefore, Capernwray maintains the right to monitor the volume of internet and network traffic, together with the internet sites visited. The specific content of any communications will not be monitored unless there is a suspicion of improper use.

Sanctions

Where it is believed that a voluntary worker or student has failed to comply with this policy, they will be subject to the relevant disciplinary procedure. If those concerned are found to have breached the policy, the actual penalty applied will depend on the specific circumstances. If a guest or member of the public has failed to comply with this policy, they may be asked to leave the premises.

Agreement

All staff, voluntary workers, day volunteers and residential guests users are required to affirm this agreement confirming their understanding and acceptance of this policy.