

## **Capernwray Acceptable Internet Use Policy**

Use of the internet by staff and service users of 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;
- 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 Staff Handbook (section 3.24). What follows is specific guidance for students and holiday guests (hereinafter “**service users**”).

### **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), ‘wikis’ 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;
- introducing any form of malicious software into the Capernwray systems.

### **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 service user has failed to comply with this policy, Capernwray's disciplinary procedure will be deployed. If those concerned are found to have breached the policy, they will face a disciplinary penalty ranging from a verbal warning to dismissal. The actual penalty applied will depend on the specific circumstances.

### **Agreement**

All Capernwray service users are required to affirm this agreement confirming their understanding and acceptance of this policy.