

# USE OF THE INTERNET POLICY

## 1. INTRODUCTION AND PURPOSE

- 1.1 The purpose of this policy is to set out the use of the internet through computers, laptops and internet enabled mobile phones, whether personal or Chapel property, through the Chapel router.
- 1.2 The Chapel router will be password enabled, and all users will need Tiff or another nominated person to log them on to the system.
- 1.3 The password will be changed weekly, or more frequently should the need arise.

## 2. SCOPE

- 2.1 All internet users will be asked to read and comply with this policy. Failure to do so may result in access to the Chapel internet system being denied or withdrawn.

## 3. STATEMENT OF POLICY

### 3.1 Users must not :-

- access sites containing on-line gambling, or sexually explicit, pornographic, racist or violent material, whether of a pictorial or textual nature.
- send e-mails containing any offensive, abusive, sexist, racist or defamatory material, or distribute spam or pass on chain letters.
- store information including correspondence, financial or other personal information on the Chapel equipment.
- use any IT equipment, whether personal or Chapel property, in such a way that this becomes a nuisance to other Chapel users.
- store usernames or passwords on the machines which could be accessed by other users of the Chapel equipment. Where a username or password is required to access systems held on the internet, it is the responsibility of the user to ensure that this information is kept known to only themselves and not to store this on the computer. Wellsprings Chapel cannot be held responsible for anyone else accessing a users private material if they have not complied with this directive.
- install or change the settings of the Chapel equipment such that other users are unable to use the equipment.
- download or install any software which runs outside of the internet explorer web browser.
- use the Chapel equipment to access or try to gain access to other computer networks through hacking or through the use of usernames or passwords not belonging to the user.

### 3.2 Virus alerts must not be ignored and must be reported to the group leader immediately.

### 3.3 Wellsprings Chapel insists that copyright legislation is respected. We do not have any licensing agreements that cover software installed on computers not owned by us. It is the responsibility of individuals to ensure that any software installed on their own equipment is properly licensed.

### 3.4 Under no circumstances should any equipment be removed from the Chapel by anyone.

## 4. STATEMENT OF RESPONSIBILITIES

### 4.1 Wellsprings Chapel will not be held responsible for any financial loss or identify theft which may occur through the use of these machines. Wellsprings Chapel will ensure that all its equipment is protected and kept up to date with Firewall, anti spy ware and anti virus software.

### 4.2 It is the responsibility of all users using the Chapel equipment to report any misuse to the group leader.