IT ACCEPTABLE USE POLICY

1.0 Purpose

Soul Church seeks to promote and facilitate the proper and extensive use of Information Technology (IT) for the sole purpose of supporting the users of the Organisation; and may be used for any legal activity that further the aims and policies of the Church.

Whilst the traditions of the church and its freedoms will be fully respected, this also requires responsible and legal use of the technologies and facilities made available to employees and other users.

It is the responsibility of all Users of the churches IT services to read and understand this policy. This policy will be reviewed annually, in order to comply with legal and policy requirements.

This Acceptable Use Policy is intended to provide a framework governing the use of all IT resources across all sites which the church operates. It should be interpreted such that it has the widest application and so as to include new and developing technologies and uses, which may not be explicitly referred to.

2.0 Scope

This policy applies to all Users including staff, volunteers and others, of the IT facilities provided by Soul Church, are bound by the provisions of its policies in addition to this Acceptable Use Policy. It also addresses the use of the Churches IT facilities accessed via resources not fully owned by the Organisation, such as partner resources (Office 365) and the use of personal BYOD ('bring your own device') equipment.

The IT facilities include hardware, software, data, storage, network access, telephony, printing, back office systems and services and service provided by third parties including online, Cloud and hosted services.

3.0 Policy

This Acceptable Use Policy is taken to include Soul church Privacy policy (SC:P:PP 28/1/2022),Soul church Social Media Policy(SC:P:SMP 21/12/21) and GDPR 2018 together with an associated Copyright Acknowledgement.

4.0 Definitions of Unacceptable Use

The Church network is defined as all computing, telecommunication, and networking facilities provided by the Soul Church, with particular reference to all computing devices, either personal or Church owned, connected to systems and services supplied on-premises or remotely.

The conduct of all Users when using the Churches IT facilities should always be in line with the organisations values, including the use of online and social networking platforms.

Unacceptable use includes:

4.1. Creation or transmission, or causing the transmission, 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.

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4.2. Creation or transmission of material which is subsequently used to facilitate harassment, bullying and/or victimisation of a member of the Church or a third party or which promotes discrimination on the basis of race, gender, religion or belief, disability, age or sexual orientation.

4.3. Creation or transmission of material with the intent to defraud or which is likely to deceive a third party or which advocates or promotes any unlawful act.

4.4. Unlawful material, or material that is defamatory, threatening, discriminatory, extremist or which has the potential to radicalise themselves or others.

4.5. Unsolicited or bulk email (spam), forged addresses, or use mailing lists other than for legitimate purposes related to the Churches activities.

4.6. 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.

4.7. Material that brings the Church into disrepute.

4.8. Deliberate unauthorised access to networked facilities or services or attempts to circumvent church security systems.

4.9. Pursuance of commercial activities for personal gain.

4.10. Deliberate activities having, with reasonable likelihood, any of the following characteristics:

- Wasting staff effort or time unnecessarily on IT management.
- Corrupting or destroying other users' data.
- Violating the privacy of other users.
- Denying service to other users (for example, by deliberate or reckless overloading of access links or switching equipment).
- Continuing to use an item of networking software or hardware after a request that use should cease because it is causing disruption to the correct functioning of the network.
- Other misuse of network resources, such as the introduction of computer viruses, malware, or other harmful software.
- Introduce data-interception, password-detecting or similar software or devices to the Churches Network.
- Proper care and security of IT equipment provided by Soul Church.

5.0 Monitoring

5.1. The Church will comply with lawful requests for information from government and law enforcement agencies.

5.2. Users must not attempt to monitor the use of the IT facilities without explicit authority to do so.

5.3. Access to workspaces, email, and/or individual IT usage information will not normally be given to another member of staff unless authorised by the Head of IT, or nominee, who will use their discretion, normally in consultation with the IT Strategy Team.

5.4. Where there is a requirement to access the account of another member of staff, authorisation must be obtained in writing from the relevant line manager.

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Consequences of Breach

In the event of any failure to comply with the conditions of this Acceptable Use Policy by a User, the Church may in its sole discretion:

1. Restrict or terminate a User's right to use the Church IT facilities.
2. Withdraw or remove any material uploaded by that User in contravention of this Policy.
3. 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.

Deviations from Policy

Unless specifically approved, any deviation from this policy is strictly prohibited. Any deviation from or non-compliance with this policy shall be reported to the Head of Operations.

I have read and understood the above policy.

Name ………………………………………….

Date ……………………………..

Signed …………………………..

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