



Internet Usage Policy

This Internet Usage Policy applies to all users of Renfrew North Parish Church who have access to computers, wired or wireless internet. Use of the Internet by employees and visitors of Renfrew North Parish Church is permitted and encouraged where such use supports the goals and objectives of the church and organisations. However, access to the Internet through Renfrew North Parish Church is a privilege and all employees and visitors must adhere to the policies concerning Computer, Email and Internet usage. Violation of these policies could result in removal of access privileges.

Computer, email and internet usage

All Internet data that is composed, transmitted and/or received by Renfrew North Parish Church's computer systems is considered to belong to Renfrew North Parish Church and is recognized as part of its official data. It is therefore subject to disclosure for legal reasons or to other appropriate third parties.

The equipment, services and technology used to access the Internet are the property of Renfrew North Parish Church and the company reserves the right to monitor internet traffic and monitor and access data that is composed, sent or received through its online connections.

Emails sent via the Office 365 email system should not contain content that is deemed to be offensive. This includes, though is not restricted to, the use of vulgar or harassing language/images. All sites and downloads may be monitored and/or blocked by Renfrew North Parish Church if they are deemed to be harmful to the computer systems.

At busy periods, Renfrew North Parish Church reserves the right to limit or disconnect other connected devices to allow more bandwidth to required computer systems.

Unacceptable use of the internet by employees and visitors includes, but is not limited to:

- Sending or posting discriminatory, harassing, or threatening messages or images on the Internet or via Office 365 email service
- Using computers to perpetrate any form of fraud, and/or software, film or music piracy
- Stealing, using, or disclosing someone else's password without authorisation
- Downloading, copying or pirating software and electronic files that are copyrighted or without authorisation
- Sharing confidential material, trade secrets, or proprietary information outside of the organisation
- Hacking into unauthorized websites
- Introducing malicious software onto the company network and/or jeopardising the security of the organization's electronic communications systems

Contact us

contact@renfrewnorth.org.uk

Visit our website

www.renfrewnorth.org.uk

Visit us

Renfrew North Parish Church
14b Renfield Street, RENFREW
PA4 8RG

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- Adding, modifying or removing parts of network infrastructure - including network hardware and user-accessible patch panels and access points.

All terms and conditions as stated in this document are applicable to all users of Renfrew North Parish Church's network and Internet connection. All terms and conditions as stated in this document reflect an agreement of all parties and should be governed and interpreted in accordance with the policies and procedures mentioned above.

Greig Mitchell

Technologies Convenor

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