

# WiFi Acceptable Use Policy

Application: all those using the Priory Church's WiFi<sup>1</sup> - staff, volunteers and visitors

## Introduction

As a religious organisation with responsibility for children's safeguarding it is important that all members of the community are fully aware of the Church's boundaries and requirements when using the WiFi systems, and take all possible and necessary measures to protect data and information systems from infection, unauthorised access, damage, loss, abuse and theft. This is not an exhaustive list and all members of the community are reminded that ICT use should be consistent with the church ethos, other appropriate policies and the Law.

Please be aware that the PCC of Christchurch will not be liable for any damages or claims of any kind arising from the use of the WiFi service. The PCC takes no responsibility for the security, safety, theft, insurance and ownership of any device used within the church or related premises that is not PCC property.

The PCC provides WiFi for office/business purposes and allows access for staff and volunteers' personal use, and visitors' personal use.

The PCC provides two WiFi networks:

PrioryHouse - for office use, giving access to our business IT and printing

PrioryGuest - for guest use which gives internet access.

Guest users are asked to use the guest network only. Authorised users of the business network **only** can use the PrioryHouse network and an approved access list will be maintained by the Parish Operations Manager. **Authorised users must never divulge the PrioryHouse access code to any third party.**

## Definitions

In this document,

'the PCC' means the Legal Entity responsible for the Parish of Christchurch

'User' means any person whose mobile device is connected to the WiFi system

1. The PCC reserves the right to limit the bandwidth of the wireless service, as necessary, to ensure network reliability and fair sharing of network resources for all Users.

2. PCC owned information systems, including WiFi, must be used lawfully and User understands that the Computer Misuse Act 1990 makes the following criminal offences: to gain unauthorised access to computer material; to gain unauthorised

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<sup>1</sup> The PCC of Christchurch is the legal entity responsible for the Priory Church, Priory House and the Property Office.

access to computer material with intent to commit or facilitate commission of further offences; or to modify computer material without authorisation.

3. User will take all practical steps necessary to make sure that any equipment connected to the WiFi is adequately secure (such as keeping up-to-date with anti-virus software, and system updates).

4. The PCC WiFi service is not secure, and the PCC cannot guarantee the safety of traffic across it. Use of the PCC's WiFi service is done at User's own risk. By using this service, User acknowledges that security errors and hacking are an inherent risk associated with any wireless network. For that reason, User expressly agrees to knowingly assume such risk, and further agrees to hold the PCC harmless from any claim or loss arising out of, or related to, any such instance of hacking or other unauthorized use or access into User's computer or device.

5. The PCC accepts no responsibility for any software downloaded and / or installed, e-mail opened, or sites accessed via the PCC's WiFi service's connection to the Internet. Any damage done to equipment for any reason including, but not limited to, viruses, identity theft, spyware, plug-ins or other Internet-borne programs is User's sole responsibility; and User indemnifies and holds harmless the PCC from any such damage.

6. The PCC accepts no responsibility regarding the ability of equipment, owned by User, to connect to the PCC's wireless service.

7. User will respect system security and will not disclose any password or security information that is given to them. To prevent unauthorised access to systems or personal data, User will not leave any information system unattended without first logging out or locking User's login, as appropriate.

8. User will not attempt to bypass any of the PCC security and filtering systems or download any unauthorised software or applications (to PCC equipment).

9. Use of the PCC WiFi will be safe and responsible and will always be in accordance with the law including copyright and intellectual property rights. This includes the use of email, text, social media, social networking, gaming, web publications and any other devices or websites. In particular, file uploads/downloads (e.g. FTP) and streaming services (music/video/broadcast) is prohibited except for PCC business use. Streaming services may expose personal data and violate copyright laws and hence are prohibited except for the PCCs business use.

10. User will not upload, download, access or forward any material which is illegal or inappropriate or may cause harm, distress or offence to any other person, or anything which could bring the PCC into disrepute.

11. User will report any online safety concerns, filtering breaches or receipt of inappropriate materials to the Safeguarding Officer, Churchwardens, Parish Operations Manager or Vicar as soon as practicable.

12. If User has any queries or questions regarding safe behaviour online they must be discussed with the staff defined in Paragraph 11.

13. User understands that use of the PCC WiFi or internet access may be monitored and recorded to ensure policy compliance in accordance with privacy and data protection legislation. If the PCC suspects that unauthorised and / or inappropriate use or unacceptable or inappropriate behaviour may be taking place, then the PCC

can terminate or restrict usage. Any PCC owned equipment may be monitored at any time, and so may backups of that equipment. User understands there is no expectation of privacy for any data on PCC equipment.

14. If the PCC suspects that the system may be being used for criminal purposes then the matter will be brought to the attention of the relevant law enforcement organisation.

15. Each User is to print and sign two copies of this policy document, one of which will be retained by the Parish Operations Manager and one retained by the User. The User may be required to execute further copies at reasonable periods.

Signature:

Name:

Date:

(Version: Draft 2 28/01/2021)