



MAHI MIHINARE
ANGLICAN ACTION

Computer and Internet Use Policy

This policy is to ensure the safety of and outline appropriate conduct for users of Anglican Action computers and internet connected devices.

October 2013

COMPUTER AND INTERNET USE POLICY

PURPOSE

To ensure that the computers and internet connected devices in the agency are used only for professional purposes, and that no inappropriate material is viewed or downloaded.

DEFINITIONS

The terms 'computer' and 'internet connected device' refer to and include all Anglican Action computers and non-Anglican Action computers that are connected to the Anglican Action network and/or internet, all Anglican Action cell phones and non-Anglican Action cell phones that are connected to the Anglican Action network and/or internet and all other media and storage devices that are either Anglican Action property or connected to the Anglican Action network and/or internet.

PROCEDURES

The following practices shall be prohibited:

- Any use for commercial or political purposes contrary to Anglican Action policy.
- The use of electronic mail in any manner that is contrary to Anglican Action policy.
- The use of profanity or inappropriate language in electronic mail.
- Any use that disrupts the social and administrative goals of Anglican Action.
- Any unauthorised use or attempted use of a log-in account by anyone but the authorised owner of the account.
- Any reproduction of copyrighted material without explicit permission.
- Access to any material that is pornographic, inappropriate or illegal via the internet.
- The deletion of internet browsing history.

Downloading

- Users should never download or install any commercial software, shareware, or freeware onto network drives or disks for any reason.

Bandwidth

- Users should not download any content for personal use, including but not limited to, software, images, music or video files.

Inappropriate materials or language

- No profane, abusive or impolite language should be used to communicate nor should materials be accessed which are not in line with the aims of Anglican Action.