



Melton Mowbray Baptist Church

Leicester Road, Melton Mowbray, Leicestershire, LE13 0FA

Church Office: 01664 480786 Email: office@mmbc.org.uk Web: www.mmbc.org.uk

INTERNET & Wi-Fi ACCECPTABLE USE POLICY v.1.2

Throughout this policy, Melton Mowbray Baptist Church is referred to as MMBC.

Terms	Definition
SHALL / SHOULD / SHOULD NOT	This term is used to state a Recommended requirement of this policy
MAY / MAY NOT	This term is used to state an Optional requirement

Section A – What This Policy Is For

1. Policy Statement

MMBC is committed to ensuring that all who use the church Wi-Fi are fully aware of the boundaries of its use within the church environment and take all possible measures to follow this policy. We regret we are unable to guarantee access.

This policy applies to all authorised users of the internet at MMBC and advises them what they can and cannot do. Unauthorised access is prohibited.

It applies to internet access on equipment owned by MMBC or any other equipment belonging to an authorised user.

2. Why This Policy is Important

2.1 MMBC have a legal responsibility for safeguarding, various under 18 groups use the internet at MMBC. Outside of these groups it is also important that all Wi-Fi users understand their responsibilities when using our Wi-Fi.

2.2 This policy sets out the measures we are committed to taking as an organisation and, what each internet user must do to ensure MMBC provides a safe internet experience.

3. How This Policy Applies To You And What You Need To Know

3.1 This policy applies to any employee, trustee, member, volunteer, hirer, contractor or any other legitimate user of MMBC’s Wi-Fi internet access.

3.2 A legitimate user is defined as having signed to show agreement to this policy and in receiving the Wi-Fi password.

3.3 Users are reminded that their use of the internet will be directly traceable to our internet IP address.

3.4 The list below is not exhaustive, but you **should not** use our internet access for any activity that:

- Is illegal under any current UK or EU law
- Is defamatory, threatening or intimidating which could be classed as bullying or harassment, including its use on social media
- Involves obscene, profane or abusive language, including its use on social media
- Contains pornographic material, whether in writing, pictures, films, video clips, live streaming, instant messaging, email attachments or any other form of data sharing medium
- Contains offensive material regarding racial or ethnic origin; political opinions; religious or similar (e.g. philosophical) beliefs; gender specific comments; national origin, disability, health (including physical and mental health; sexual life and sexual orientation or any other characteristic protected by law.
- Could be classed as internet abuse or computer misuse
- Involves illegal downloading or streaming of copyrighted material of any kind
- Broadcasts messages or material contrary to the constitution of MMBC or that may bring MMBC’s reputation into disrepute
- Infringes third party rights or is otherwise unlawful or inappropriate

3.5 No technical support can be offered to individual or groups who are unable to gain access. Report issues to a Leader or your MMBC contact person.

Section B – Our Responsibilities

1. Internet Content

- 1.1 MMBC **shall** reserve the right to block access to any sites deemed inappropriate, however, it cannot guarantee that all inappropriate content will be blocked.

2. Systems And Data Security

- 2.1 We will undertake reasonable steps to ensure the internet access is secure from unauthorised users, however, no absolute guarantee can be given.
- 2.2 The MMBC router has an active fire wall provided by our ISP and the default password to access router settings has been changed.
- 2.3 We have a router only, no computer network so anti-virus, anti-malware and anti-spyware **shall** remain your responsibility on your internet enabled devices. MMBC will not be held liable for any damage to your equipment whilst connected to the internet via our router.
- 2.4 The password **shall** be subject to change as part of our IT Policy. Any changes will be circulated to authorised users as soon as possible.

3. Monitoring and Compliance

- 3.1 MMBC **shall** reserve the right to protect its internet access, systems and equipment by recording user activity but not content. Any such monitoring will be by authorised representatives of MMBC only.
- 3.2 Since November 2016 the Investigatory Powers Act, which is UK law, means ISP providers log 12 months internet access and phone records for all users. Records are kept of sites visited, IP addresses used, dates, and the volume of data used for access by police, security services and other public bodies. MMBC **shall** comply with any formal investigation.

- 3.3 MMBC **shall** reserve the right to remove access rights to any individual or groups found violating this policy and we will co-operate with any investigation over computer mis-use, internet mis-use or any criminal activity traced to our IP address.

Section C – Your Responsibilities

1. Specific Permission

- 1.1 Wi-Fi access to the internet **shall** be granted to you after you have signed a copy of this policy.
- 1.2 Signing **shall** show agreement to the policy and that you will act in accordance with it.
- 1.3 If a legitimate internet user gives an internet enabled device to a person under the age of 18, or to a vulnerable adult, whilst at MMBC, it **shall** remain the responsibility of the adult in charge to monitor their use of the internet, the sites visited and their appropriateness and not MMBC.
- 3.4 You **should not** attempt to gain access to the router settings, these remain the privilege of MMBC only.
- 3.5 If the internet does not appear to be accessible please contact a Leader or your MMBC contact person.
- 3.6 If access to a site is gained that is regarded as inappropriate you **should** close your browser immediately and report the site address to a Leader or your MMBC contact person.

2. Wi-Fi Access Details

- 2.1 The Wi-Fi name, or SSID, together with the password **shall** be provided after signing this policy. Search for this on your device and enter the password you have been given.
- 2.2 You **should not** share the password with anyone else. Each person wishing internet access must sign their own copy of this policy to become an authorised user.

MMBC INTERNET & Wi-Fi ACCEPTABLE USE POLICY Consent Form

NAME	
ORGANISATION or CHURCH GROUP	
Email	
Phone No.	
Signature	
Date	