

### **Description**

Sydney Presbytery recognised that those who contribute to the work and ministry of the Presbytery require access to email, the internet, devices and networks in order to do that work and ministry.

The Presbytery supports the right to have access to reasonable personal use of these in the workplace and at home, and understands work and personal life will sometimes cross over.

### **Applicability**

This policy applies to all who connect through the network, control a Presbytery email address (@sydneypresbytery.org.au), and or utilise a Presbytery device.

### **Policy**

The devices, network, email, and internet are provided by Sydney Presbytery for the purpose of fulfilling the work and ministry assigned.

Users therefore should be aware of these policies regarding personal use:

1. Limit their personal use and not let this use interfere with the work and ministry of the Presbytery.
2. Not compromise the security of the networks and systems of the Presbytery.
3. Not impact on the networks performance, or significantly in electronic storage capacity.
4. Not incur any additional expenses.
5. Not violate any laws.
6. Not compromise confidentiality requirements.

Unacceptable use of Presbytery property and or internet connection includes:

1. Creating or exchanging messages that are offensive, harassing, obscene or threatening;
2. Accessing web sites, forums or media containing pornographic or criminal material;
3. Exchanging confidential or sensitive information held by the Presbytery, without appropriate reason or permission;
4. Creating, storing, or exchanging copyrighted materials in violation of copyright laws;
5. Gambling, conducting a business without Standing Committee permission<sup>1</sup> or conducting illegal activities; and

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<sup>1</sup> I.e., some people perform Supervision and or other mentoring services for a fee. Examples like this are approved on a case-by-case basis.

6. Creating or exchanging advertisements, solicitations, chain letters, and other unsolicited or bulk emails.

### **Non Adherence to Policy**

Should you be aware of this policy not being followed, or should you have questions about your own use in relation to this policy please contact the Business Manager.

If you have a complaint about use or someone else's use, please forward in writing your concerns to the Business Manager unless you feel that you can speak directly with the person of whom you have the complaint.

Should you be found non adherent, you will be contacted in person with the concern raised to you. You should respond with an explanation to clarify reasoning within two (2) working days.

If you break the law regarding your use, the matter shall be reported in accordance with that law and the disciplinary processes applicable followed.

### **Document Control**

Update Prepared by	Ian Goff
Date issued	24 May 2022
Endorsed by	Kent Crawford
Tabled	Standing Committee 28 April 2022
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Edits from prior version	Minor updated and reduced the response time from a week to 2 working days
Policy N#	HR08