**Two Rivers Mission Community**

**Internet and email usage policy**

This policy aims to ensure that the use of computers and the internet by members of the Two Rivers Mission Community Joint Council is conducted as safely as possible.

Employees and volunteers should ensure:

* That any device used to access email or the internet for Mission Community activity is password protected and has up to date anti-virus and firewall software installed.
* That they take due care to follow the Mission Community data protection policy and safeguarding policies when using computers, the internet and email.
* That all communication is conducted in a courteous manner and in such a way as to not bring the Two Rivers Mission Community Joint Council into disrepute.

If staff or volunteers are unsure about the application of this policy or need advice they should talk to the Rector, Rev Gary Owen or safeguarding officer, Mr Derek Birch