



The Church of Scotland

Faith Nature Forum – Initial Ministerial Education (IME) Student Policy

Acceptable Use of Information Systems

1. Purpose

The Faith Nature Forum of the Church of Scotland (Faith Nature Forum) has provided this policy to summarise the responsibilities and required behaviour of all students when using Church of Scotland information systems.

2. Purpose and Scope

All students will be supplied with a churchofscotland.org.uk email address¹. Students will not normally be supplied with any mobiles, PC's, laptops or other technologies supplied by the Church of Scotland. While on placement students will normally use their own equipment and may have access to IT facilities provided by Presbytery. Students are expected to adhere to local policies in place, as well as Church of Scotland wide policies as issued by the IT Department which supports all electronic communication.

Technology and the law change regularly and this policy will be updated to account for changes as and when necessary.

3. Email

Faith Nature Forum encourages students to use email and the internet whilst communicating as an IME student and whilst on placement. Faith Nature Forum will correspond with you by email using your churchofscotland.org.uk email address, regarding your study. You must check your churchofscotland.org.uk email regularly.

You must use your churchofscotland.org.uk email address when communicating with Faith Nature Forum and the wider Church of Scotland so that your correspondence can be verified and tracked. Staff may not respond to email from other email domains because of the difficulty of establishing authenticity.

3a. Email Risk – External

Although Faith Nature Forum encourages the use of email and the internet where appropriate, their use entails some risks. For example, students must take care not to introduce viruses to the system and must take proper account of the security advice below, and any updates which are issued from the IT Department.

Students must also ensure that they do not send untrue statements about others in emails as Faith Nature Forum could face legal action and be liable for damages.

Students must not give serious attention to unsolicited email until and unless the sender's identity and authenticity of the mail have been verified.

3b. Email content

¹ Email addresses are currently being rolled out to all new and existing students. (August 2018)

Emails that students intend to send should be checked carefully. The use of email to send or forward messages that are defamatory, obscene or otherwise inappropriate will be treated as misconduct under the appropriate disciplinary procedure. In serious cases, this could be regarded as gross misconduct and lead to being asked to leave the IME Programme.

Equally, if a student receives an obscene or defamatory email, whether unwittingly or otherwise and from whatever source, he/she should not forward it to any other address but report it to the link Training Officer so that any breach of firewalls can be addressed.

3c. Faith Nature Forum information to be included in emails

Students should ensure that official Faith Nature Forum information is given on any emails that they send. This will be provided to students when the email address is provided and as a minimum should include the student's name and designation.

3d. Copying emails to other recipients

Students should exercise care not to copy emails automatically to all those copied in to the original message to which they are replying (cc'ing). Doing so may result in disclosure of confidential information to the wrong person.

3e. Attachments

Students should not attach any files that may contain a virus to emails, as Faith Nature Forum could be liable to the recipient for loss suffered. Students should exercise extreme care when receiving emails with attachments from third parties, particularly unidentified third parties, as these may contain viruses.

3f. Personal use of email

Although the email system is primarily for use related only to training, study or communication relating to placements, Faith Nature Forum understands that students may on occasion need to send or receive personal emails using their churchofscotland.org.uk email address. When sending personal emails, students should show the same care as when sending professional emails.

3g. Suspension of Email Account

If you leave the IME Programme prior to completion, or suspend your training, your computer user account will normally be suspended.

4. Use of internet

Students may access the internet whilst on placement and they are expected to use it sensibly. Students may be called upon to justify the amount of time they have spent on the internet or the sites that they have visited.

Faith Nature Forum does not currently impose any time limitation on placement-related internet use and it trusts students not to abuse the latitude given to them.

4a. Removing internet access

Faith Nature Forum reserves the right to deny internet access to any student on placement, although in such a case it will endeavour to give reasons for doing so, for example: excessive personal use.

4b. Downloading files and software

Students should download files on to only computers with virus-checking software and should check how long the download will take. If there is any uncertainty as to whether or not the software is virus-free or whether or not the time the download will take is reasonable, the placement supervisor and the IT department should be consulted.

4c. Personal use of the internet

This clause only applies where a student is using IT equipment supplied by Presbytery. Although the IT facilities provided by Presbytery are primarily for professional use related to the student's role as a probationer or candidate on placement, Faith Nature Forum understands that students may on occasion need to use the internet for personal purposes. Students may access the internet for personal purposes provided that:

- such use is limited to no more than 30mins in any day;
- the internet is not used to access offensive or illegal material, such as material containing racist terminology or nudity;
- they do not enter into any contracts or commitments in the name of or on behalf of the Faith Nature Forum; and
- they do not arrange for any personal goods ordered on the internet to be delivered to the Church of Scotland premises.

5. Monitoring Email and Internet Usage

Faith Nature Forum reserves the right to monitor a student's internet usage and/or use of churchofscotland.org.uk email, and it will endeavour to inform an affected student when this is to happen and the reasons for it. Faith Nature Forum considers the following to be valid reasons for monitoring internet and email usage:

5a. Internet usage Monitoring

- If Faith Nature Forum suspects that the student has been viewing offensive or illegal material, such as material containing racist terminology or nudity.
- If Faith Nature Forum suspects that the student has been spending an excessive amount of time viewing websites that are not related to their studies, professional subject, or placement.

Monitoring will consist of checking the websites that a student has visited and the duration of such visits.

5b. Email Monitoring

- If the student is absent for any reason and communications must be checked for the smooth running of the business to continue.

- If Faith Nature Forum suspects that the student has been viewing or sending offensive or illegal material, such as material containing racist terminology or nudity
- If Faith Nature Forum suspects that a student has been using the email system to send and receive an excessive number of personal communications.
- If Faith Nature Forum suspects that the student is sending or receiving emails that are detrimental to either Faith Nature Forum, or the wider Church of Scotland.

When monitoring emails, Faith Nature Forum will, save in exceptional circumstances, confine itself to looking at the address and subject heading of the emails. Students should mark any personal emails as such and encourage those who send them to do the same. Where possible, Faith Nature Forum will avoid opening emails clearly marked as private or personal.

5c. Data protection

Monitoring of a student's email and/or internet use will be conducted in accordance with an impact assessment that Faith Nature Forum has carried out to ensure that monitoring is necessary and proportionate. Monitoring is in the organisation's legitimate interests and is to ensure that this policy on email and internet use is being complied with.

Monitoring will normally be conducted by the IT Department in conjunction with Faith Nature Forum. The information obtained through monitoring may be shared internally, including with members of the wider Faith Nature Forum team, presbytery or the student's supervisor, however, information would normally be shared in this way only if the Faith Nature Forum has reasonable grounds to believe that there has been a breach of the rules set out in this policy.

The information gathered through monitoring will be retained only long enough for any breach of this policy to come to light and for any investigation to be conducted. Data will then be securely destroyed.

Information obtained through monitoring will not be disclosed to third parties, unless Faith Nature Forum is under a duty to report matters to a regulatory authority or to a law enforcement agency.

Students have a number of rights in relation to their data, including the right to make a subject access request and the right to have data rectified or erased in some circumstances. You can find further details of these rights and how to exercise them in the student GDPR policy.

6. Policy Breach

Where there is found to have been a deliberate attempt at unauthorised access, or wilful neglect to protect Faith Nature Forum information systems and data, Faith Nature Forum will initiate the disciplinary processes. In the event that you breach the terms within the Acceptable Use Policy, your access to your user account may be suspended in order to allow an investigation to take place.

7. Related Policies

Students are also required to familiarise themselves with the Social Media Policy and GDPR Policy, both of which relate to this policy on Acceptable Use.

8. Monitoring and Review

The impact of this policy will be monitored and the policy is subject to amendments as necessary. This policy will be reviewed every two years as a minimum.

Date First Published:	September 18
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Frequency of Review:	2 years
Approved by:	E&S Committee