

Computer Use Policy

Version 1.1

06/02/2013

1.0 Purpose of the Policy

The church makes computers available to certain of its employees and others for the furtherance of its ministry. The church wants its computer equipment to be used in a way that is not inconsistent with the ministry of the church and that will not create a risk of legal liability to the church or the users. Therefore, the church has created this policy regarding church computer equipment and requires compliance with it by each user.

All employees or contractors are required to read this policy carefully and to sign the Computer use Policy Agreement at the time of their employment or working engagement by the church. The signature acknowledges that they have read and understand the policy and will comply with it. The policy may be revised by the church at any time and upon each user's receipt of the revisions or the policy as revised, he or she assumes the responsibility to carefully note the revisions and to comply with the policy as revised.

2.0 Ownership and Access

The information created on, stored in, sent from, or received by the computer equipment owned or used in the church's ministry belongs to the church and the church reserves the right to review, audit, intercept, access, monitor, sample, and disclose all such information. The church intends to exercise that right when it considers it useful to further its ministry or for other church purposes. Any information it obtains may be disclosed to any person, either within or outside of the church without the permission of the employee. Thus, the confidentiality of any information should not be expected or assumed. Even when information is deleted, it is still possible to retrieve and read it. Further, the use of passwords for security does not guarantee confidentiality. No user shall create or use any password that has not been approved by the senior pastor or delegated supervisor (such as the Business Administrator) and any users who give anyone their passwords or permit any person to use the computer equipment assigned to them are responsible for that person's use of the computer equipment.

3.0 Confidentiality

Notwithstanding the church's right to retrieve and use all information, all information should be treated as confidential by all users and accessed only by individuals authorized to do so. Users are not authorized to retrieve or read any information stored by another user without prior approval by that user or the church. Users should not use a password, access a file, or retrieve any stored information, unless authorized to do so. Users should not attempt to gain access to another user's computer files without the latter's permission.

4.0 Personal Use

All computer equipment provided by the church exists for the sole purpose of helping the church to better accomplish its ministry objectives and is to be used for that purpose. The church is aware that there are times when users would like to use computer equipment for personal purposes and, provided that such use is minimal and in compliance with all other provisions of this policy, such personal use will be permitted. Like personal use of the church telephones, however, use of computer equipment for personal purposes must be minimal and, except in unusual circumstances, should be during breaks, after hours, or otherwise on the user's own time and at no cost to the church. Users must be aware that the authorization of minimal personal use of church computer equipment does not change the church's right to access, review, intercept, audit, monitor, sample and disclose all information created, sent or received on, or stored in, all computer equipment, as provided above, and does not give rise to any expectation of privacy.

5.0 Prohibitions

The computer equipment available to users is to be used for the purpose of enhancing the ministry of the church and should not be used in any way which would detract from that ministry or create the risk of any legal liability to the user or the church. Specifically, computer equipment may NOT be used to create, store, transmit, receive or otherwise communicate or access:

- Pornography or images, text or other information that contains pornographic or other sexually explicit materials (which terms, because of the nature of the church and its ministry, will be broadly construed), which prohibition shall include, but shall not be limited to, the creation, transmission, receipt, retrieval, viewing, or storage, of e-mail containing such materials, and accessing, retrieving, downloading, uploading, copying or viewing of such text, images or other information from the internet, World Wide Web, or any on-line service;
- Information that creates an atmosphere that is sexually or racially abusive;
- Information that is libelous, defamatory or abusive;
- Any message or other information that would violate any applicable federal or state laws, church rules or regulations, or any church policy; any message or other information that is unlawful or for an unlawful purpose;
- Any copyrighted materials or other information, or any trade secrets or other proprietary information or similar materials, in violation of law;
- Any e-mail or other information which the user knows or should know contains, or is likely to contain, a computer virus (e.g., a self-executing program) which corrupts the integrity of data or causes the loss of information to the recipient;
- Any message or other information which constitutes or is used for the purpose of spreading chain mail or other frivolous communications.

In general, users should be aware that, despite the simplicity of creating and communicating information by e-mail, e-mail is no less significant than letters, memoranda and other communications and that they should use the same care in creating and sending e-mail communications that they use in creating and sending such other communications on behalf of the church.

6.0 Personal Software

The use of personal software on church computer equipment is permitted only with the written approval of the senior pastor or delegated supervisor. Loading personal software is the number one means of introducing viruses into a computer network. Valid software licenses are required for all software loaded onto the church-computer network.

7.0 Home-Computer Use

Computer software purchased by the church is owned by the church and cannot be copied or installed on employee's and volunteer's home computers. Church documents, spreadsheets, or data cannot be loaded on any other computer not owned by the church without prior approval (committees and persons elected by or appointed the church are consider approved as well as those approved by the senior pastor or delegated supervisor).

8.0 Violations

Each user who violates this policy or uses computer equipment for improper purposes shall be subject to the limitation or termination of his or her right to use the computer equipment. Any employee who violates this policy or uses computer equipment for improper purposes shall be subject to discipline, up to and including discharge. Members of the church who violate the policy may also be subject to other church discipline. Any user who discovers a violation of this policy is required to notify the pastor or other designated representative.



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File Computer Use
Version v1.0

Revision Notes

Approved	By	Version	Comments
06/02/2013	Approved	1.0	Creation of Policy



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Computer Use Policy Agreement

Before signing, please read carefully the Computer use policy in the *Employee Handbook*. Your signature will signify you have read that policy, understand and agree to be bound by it.

I have read, understand and agree to be bound by and comply with, the church policy regarding the use of church computer equipment as set forth in the *Employee Handbook*.

Printed Name: _____

Signature _____ Date _____