

First Presbyterian Church

Acceptable Use Policy for Computers and Technology Resources

1.0 Overview

An Acceptable Use Policy for Computers and Technology Resources (hereafter referred to as the AUP) is a written agreement between First Presbyterian Church of Smithfield and all users that describes the terms and conditions for the use of technology. To better serve our congregation and Preschool and provide our employees and volunteers with appropriate tools to do their jobs, First Presbyterian Church acquires and maintains various technology products including computers, computer systems, projectors, printers, software, networks, and other technological resources as required. These technological resources are intended for church related purposes only. Limited personal use is permitted if the use imposes no tangible cost to the Church, does not unduly burden the Church's computer or network resources, has no adverse effect on the mission statement of the Church and is approved by the Communication and Technology Committee with Session oversight. However, users are expected to demonstrate a sense of responsibility and not abuse this privilege.

2.0 Application & Coverage

This policy applies to all users of the church's computing resources including non-employees. This policy may be modified as deemed appropriate by the Session of First Presbyterian Church. Users are encouraged to periodically review the policy as posted on the church's website (www.fpcsmithfield.org). No policy can lay down rules to cover every possible situation. Instead, it is designed to express First Presbyterian Church's philosophy and set forth general principles when using technology resources, electronic media and services.

3.0 Compliance

Users of First Presbyterian Church's computing resources must comply with federal and state laws, the church's rules and policies, the terms of contracts, and software licenses. Examples of applicable laws, rules, and policies include the laws of libel, privacy, copyright, trademark, obscenity and child pornography, the Electronic Communications Privacy Act, and the Computer Fraud and Abuse Act, which prohibit "hacking," "cracking" and similar activities. Users are not permitted to download and/or install any software onto any computer system without express permission from the Communication and Technology Committee. If installs are required, a member of the committee with administrative rights to the computer system will perform any installs.

4.0 Responsibility & Consequences

Users are responsible for any activity originating from their accounts, which they can reasonably be expected to control. In cases when unauthorized use of accounts or resources is detected or suspected, the account owner should change the password and report the incident to the systems administrator or head of staff, who will notify the committee. Users must not use computing resources to gain unauthorized access to remote computers or to impair or damage the operations of the church's computers, networks or peripherals. Deliberate attempts to circumvent data protection or other security measures are not allowed. Users who violate this policy may be denied access to the Church's computing resources and may be subject to other penalties and disciplinary action, including possible termination of employment. First Presbyterian Church may also refer suspected violations of applicable law to appropriate law enforcement agencies.

5.0 Data file Protection

In order to insure enhanced security, backup and recovery of application data files, all church related users data files are required to be created and maintained on the church's main network server.

- User data files on the network server are routinely backed up to a secure offsite storage facility.
- All data files stored on the church's computer systems become the property of First Presbyterian Church. Users also should be aware that files or messages that the user has deleted may be stored elsewhere and are not necessarily erased from the network.
- Users should be aware that First Presbyterian Church cannot guarantee security and confidentiality. Users should therefore engage in "safe computing" practices by establishing appropriate access restrictions for their accounts, guarding their passwords, and changing them regularly.

6.0 Electronic Mail

For purposes of this document, e-mail includes any electronic messaging involving computers and computer networks. All e-mails stored on the church's computer systems become the property of First Presbyterian Church. First Presbyterian Church maintains the right to request copies of any and all e-mail, sent or received by a user, from the church's Internet Service Provider and also to recover deleted files. Remember that persons who receive e-mail from an account with a

“fpcsmithfield.org” address, or from someone acting with a capacity as a representative of the Church, might think the message represents the Church’s point of view. Therefore, all e-mail must be formulated and sent with the intent of the previously stated purpose: It must be compatible with the mission of First Presbyterian Church.

7.0 Inappropriate Uses of Computing and Network Resources

While not an exhaustive list, the following uses of computing and network resources by individuals are considered inappropriate and unacceptable:

- Chain mail that misuses or disrupts resources
- Virus hoaxes
- Spamming or e-mail bombing attacks
- Offensive or disruptive content – This includes, but is not limited to, harassing or hate-mail, obscene or vulgar language, pornography, sexual comments or images, and derogatory or defamatory messages.
- Junk mail – Unsolicited e-mail that is not related to First Presbyterian’s business and is sent without a reasonable expectation that the recipient would welcome receiving it
- False identification – Any actions that defraud another or misrepresent or fail to accurately identify the sender.
- Additionally, anyone connecting to the church’s wireless network, even when using personal technology devices, must comply with this policy.

8.0 Internet Etiquette and Responsible Use for our Youth

In addition to the above rules, the following apply specifically to young persons under the age of 18:

- Do not reveal your personal information (i.e., name, address, phone number, etc.) online to **anyone**.
- If a youth accidentally finds anything inappropriate on a website, they are to immediately turn off the monitor and notify the supervising adult.
- Youth are not allowed to download software or print documents from the Internet without the supervising adult’s permission.
- An adult must be present **at all times** and closely monitor a youth that is using the Internet at First Presbyterian Church. The youth must ask for and receive permission to access the Internet from that adult.
- Any youth that sees another person, student or adult, not adhering to this policy will notify the head of staff or a member of the Communication and Technology Committee.
- Automatic notification will be made to the individual and parent/guardian of any student under the age of 18 involved in any violation of this AUP. Violations include, but are not limited to, the following:
 - Internet abuse such as, choosing to visit inappropriate websites, downloading controversial material, or the use of abusive language
 - Hardware abuse or malicious mistreatment of any piece of technology hardware
 - Software abuse, such as attempting to illegally copy media
 - Network abuse, such as illegal/inappropriate use of usernames and passwords, accessing non-authorized files, misuse of network resources, inappropriate language in emails, discussion groups, etc.

9.0 Media Equipment

First Presbyterian Church has an assortment of media equipment including, but not limited to, televisions, DVD and VHS players/recorders, LCD projectors, laptops, digital cameras, video cameras, and interactive whiteboards. This equipment is available to any adult who has completed training on the device requested and has received approval from the head of staff or Communication and Technology committee. As a rule, non-members of the church are not allowed to use any technology resources of the church, including but not limited to, network and Internet access. Any individual requesting use of equipment is financially liable for the safe and immediate return of all equipment in question. Without express written permission from the head of staff, no technology resources belonging to First Presbyterian Church may be taken off site. Personal technology devices, including but not limited to, cell phones, PDAs, laptops, iPads, and tablets are to be used under the direction of and in compliance with the directives of the AUP of First Presbyterian Church. Personal technology devices are the sole responsibility of the owner and First Presbyterian Church is not responsible for any damaged, lost or stolen device.

This Acceptable Use Policy for Computers and Technology Resources has been developed by the Communication and Technology Committee and approved by the Session of First Presbyterian Church, Smithfield, NC.

Approved by Session 3/1/2013

**First Presbyterian Church
Agreement Form for Use of Computers and Networks**

Name _____

Position _____

I have read the *Acceptable Use Policy for Computers and Technology Resources* and agree to abide by its provisions. I understand that consequences for inappropriate use include suspension of access to the computer system and revocation of the computer system account and/or other disciplinary action up to and including termination of employment, and/or legal action in accordance with the applicable laws.

Signature _____ Date _____