

COMPUTER NETWORK, INTERNET & E-MAIL POLICY

The Church is responsible for securing its network systems in a reasonable and economical manner against unauthorized access and/or abuse, while at the same time making them accessible to authorized and legitimate users. This responsibility includes informing users of expected standards of conduct, and the consequences for not adhering to them.

Attempts to violate the provisions of this policy will result in disciplinary action ranging from the temporary revocation of user access to termination of employment. The users of our network and computer systems are responsible for respecting and adhering to local, state, federal, and international laws related to access and use of computer systems and software. The Church will cooperate fully with appropriate authorities to provide information related to actual or suspected activity not consistent with the law.

Electronic Mail Policy -

The Church provides internal and external electronic mail (e-mail) facilities to employees for business purposes. You should be aware that whenever you send e-mail, your name, user id, and location are included in each e-mail message. Therefore, all e-mail users should exercise good judgment and common sense when creating and distributing e-mail messages. Further, you should be aware that there is no guaranty of privacy with an e-mail message, and that the Church reserves the right to access all aspects of employees' e-mail and Internet access files at any time for any reason without notice to the employee.

1. Forgery (or attempted forgery) of e-mail messages is prohibited.
2. Attempts to read, copy, modify, or delete e-mail messages of others is prohibited.
3. Setting up a proxy for another's mailbox is prohibited, if a proxy is needed, contact the Church Administrator.
4. Sending harassing, threatening, obscene, inappropriate, or other objectionable messages via e-mail to anyone is prohibited.
5. Sending unsolicited junk mail, "for profit" messages, or chain letters is prohibited.
6. Do not open e-mails from a sender you do not recognize.
7. I understand that in the normal course of business, I may have access to confidential information and that it is my obligation not to share it with anyone other than my immediate supervisor and/or the Pastor I work for. If I violate this policy, I will be subject to discipline up to and including immediate termination.

Internet Policy -

As a user of the Church's network and computer system, you may be authorized to access the Internet. You should be aware that every Internet site you visit is capable of determining who you are, and who you represent. Accordingly, access to the Internet should include the use of good judgment, common sense, and careful discretion.

1. Internet access should be limited to Church business only. Visiting game or adult sites and access for personal or other inappropriate use is prohibited.
2. Use of the Church's computer systems in attempts to gain unauthorized access to remote systems is prohibited.
3. Because of the prevalence of viruses on the Internet, downloading of any programs, shareware, freeware, screen savers, data, instant messaging or other material, except as expressly approved by the Church Administrator is prohibited. When approved, downloading of programs, shareware, data, or other materials must be done on your specific PC's hard drive, and not to the Church's network servers.
4. Confidentiality of data (including e-mail messages) via the Internet cannot be assured. Accordingly, the transmission of sensitive material or other proprietary information, without the express permission of the subject of the materials, is prohibited.

I hereby acknowledge that I have read, understand and will comply with the policies described above, and understand that if I violate these policies, I will be subject to discipline up to and including termination. I have been provided with a copy of these policies for my personal use.

Signature _____

Date _____

Printed Name _____