

Laptop Policy

Purpose:

The purpose of this policy is to provide a set of guidelines governing the use of Church owned laptop computers by Church employees.

Effective Date: September 1, 2004.

Oversight Responsibility

Departments shall be responsible for oversight of employee laptop computers and shall monitor and review such usage periodically to ensure that use is appropriate and that prudent fiscal management guidelines are followed. This periodic review shall include an assessment of each authorized employee's need to use a laptop computer for business purposes.

Personal Use of Church Provided Laptop Computers

While the Church generally will not provide laptop computers to employees, there are some exceptions to this rule.

The Church will own and retain a certain number of laptop computers. In these instances where the Church is providing laptop computers for use by Church employees, employee use of Church owned laptop computers is limited to official Church business only. There shall be no personal use of Church laptop computers for any reason. The employee is not authorized to alter the laptop computer or its software in any way. Further, since the laptop computer remains at all times a Church asset, the employee may not expect that its contents will be kept private.

If evidence is found that an employee has used a Church laptop computer for any personal business, then the employee shall immediately forfeit the right to use a Church laptop computer and shall be subject to other discipline as determined by the Church.