

INTERNET and COMPUTER POLICY

This policy outlines the standards and procedures that the _____ will follow in the use of e-mail, computer, Internet, and Intranet. These systems are in place to facilitate the ability for volunteers and employees to do their job in an efficient and ethical manner.

Employee/volunteer communications and use of e-mail, computer, Internet, and intranet will be held to the same standards as all other business communications, including compliance with the church's discrimination and harassment policies. Employees and volunteers shall use ethical and professional judgment in the use of church communications systems.

*In some churches, the staff may supply or use their own Internet access provider, software or even computer, or may be using church property off-site. This policy applies even if some, or all, of the computer equipment/Internet access is not supplied by the church on its premises **and** to use of church property off-site.*

- All electronic communications and stored information that is transmitted, received, or archived in the church's information systems is the property of the church. All Internet activity, e-mails, and file transfers are subject to monitoring.
 - Use of the Internet and computers is a privilege, not a right, which may be revoked at any time for inappropriate conduct. Misuse of Internet access or computers by a staff person may result in other disciplinary action, including but not limited to, termination of employment. Examples of inappropriate conduct include, but are not limited to: use of inappropriate, offensive or abusive language in either public or private message; unlawful activities; defamation; infringement of copyrights; misrepresentation of oneself or the church; logging on or accessing pornographic, sexually explicit, violent sites or materials, accessing gambling sites, and sending messages that might result in congestion or disruption of networks and systems.
 - Staff should notify the pastor or chair of staff parish relations committee if s/he observes or becomes aware of any inappropriate conduct or use of the Internet and/or church computers by church staff or others.
 - All communications, particularly those containing confidential information, shall be handled appropriately. Employees or Volunteers shall not access or attempt to access confidential information not intended for them.
 - Volunteers and Employees (other than IT or Administrative staff) are not permitted to use any other person's logins or passwords to access files or communications.
 - In order to keep confidential files secure, employees and volunteers should leave computers in a secured mode while away from their desk.
 - Any non-staff person or outside agency requesting contact information, such as email addresses, phone numbers or mailing addresses (lists or labels), from the church's computer system, will be directed to _____ for authorization to provide such data.
 - Church owned Social Media platforms and Websites will be maintained and updated by designated staff and/or volunteers as listed below: (List individual names or positions).
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- Up-to-date Anti-virus/Anti-malware software must be maintained on any electronic device accessing the church's internal system. This includes personal/home computers being used to remotely access an office computer located inside the church.